

# **RECORDS & FORMS / MODS**

**MSGT ABBOTT**

# **OVERVIEW**

**To provide you with the  
knowledge and skills  
necessary to complete  
Engineer related records  
and forms, and to identify  
modification status of  
equipment**

# **LEARNING OBJECTIVES**

**TERMINAL LEARNING  
OBJECTIVES**

**ENABLING LEARNING  
OBJECTIVES**

# **MEDIA**

**I will use the lecture  
method, aided by detailed  
outline, computer  
generated slides,  
demonstrations and  
practical applications**

# Evaluation

- WRITTEN AND PERFORMANCE EXAMINATIONS AT THE TIME INDICATED ON YOUR TRAINING SCHEDULE.



# **NAVMC 696D**

**MOTOR VEHICLE  
AND ENGINEER  
RECORD FOLDER**

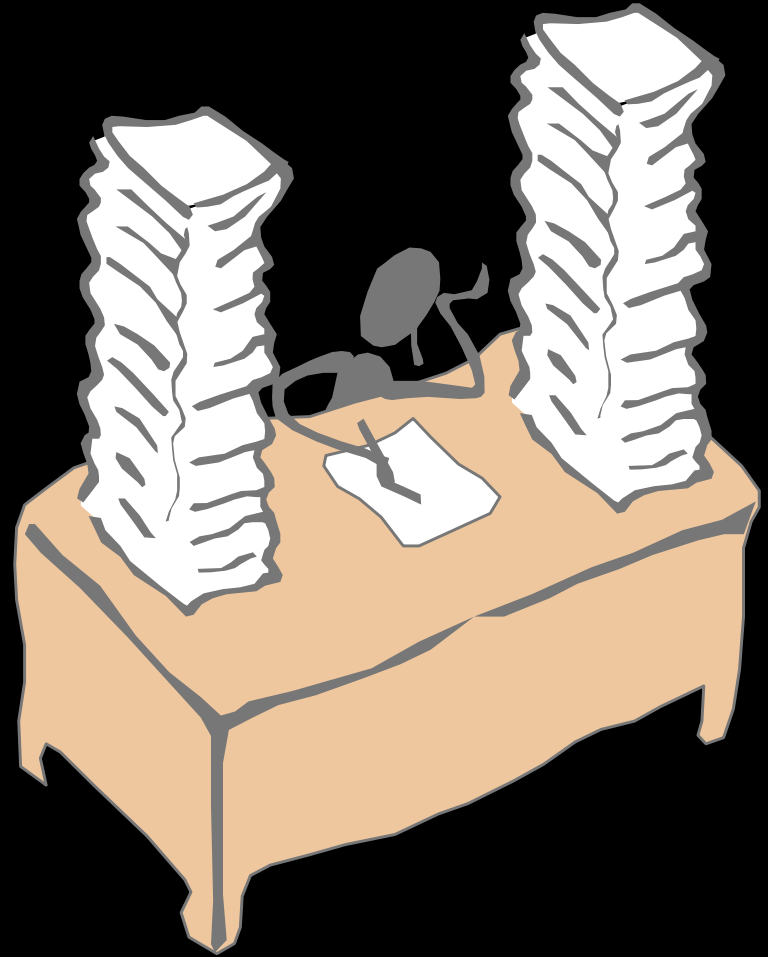


# **PURPOSE**

- **Used to maintain historical data;**
- **Transfers**
- **Receipts**
- **Modifications**
- **Major Assembly Replacements**

# PURPOSE CONT.

- Serves as a file folder for completed records and forms.



# **RESPONSIBILITIES**

## **S**

- **Will be maintained on each item of Motor Transport, Engineer, and Garrison Mobile Equipment.**

# **RESPONSIBILITIES CONT.**

- **Equipment that is controlled by one TAM number, but is associated with other commodity equipment, a separate record jacket will be maintained for that specific item.**
- **In this case both records will reflect the MC Reg. Number, Chassis Ser. Number, TAM Number, NSN, and ID Number of the TAM as a single entity.**

# **RESPONSIBILITIES CONT.**

- **MCLB first receives equipment and establishes 696D.**
- **If equipment is received direct from manufacturer, or the 696D is lost, that unit is responsible for establishing the 696D.**

# **RESPONSIBILITIES**

## **ES CONT.**

- **When establishing or reconstructing, use the date of that action in a five digit Julian Date format. For example: 02120.**

# **RESPONSIBILITIES CONT.**

- **The custodian is responsible for the up-to-date entries while equipment is in his/her custody.**
- **When Engineer Equipment has more than one power plant, maintain a NAVMC 10523 and 10524 on each power plant (i.e. Runway Sweeper).**

# REVIEW

- **We have discussed the 696D:**
  - ✓ **Purpose**
  - ✓ **Associated responsibilities**

# QUESTIONS?

**BREAK!!**

**Get your 696D  
out so we can  
discuss  
preparation  
requirements**

# **PREPARATION INSTRUCTIONS**

- **Descriptive data for the equipment will appear on the top.**
- **Enter appropriate entries in the Transfer, Modification, and Major Unit Assembly Replacement Record portion as required.**

# **PREPARATION INSTRUCTIONS**

- **Enter Received/Transferred from one RUAF to another RUAF.**
- **Account Ser# column refers to the owning units activity code(RUC) of unit having custody of the item when the entry is made.**

# **PREPARATION INSTRUCTIONS**

- **MCO P11262.2\_ AND MCO P11240.106\_ govern load testing and Annual Condition Inspections for tactical and garrison mobile equipment.**
- **The results of the ACI and Load Test Certificates must be filed inside the 696D.**

TAM:  
NSN:  
ID:

DATA PLATE

CHASSIS SERIAL NO.  
DATA PLATE

AS IT READS ON THE DATA PLATE

TRANSFER, MODIFICATION AND MAJOR UNIT ASSEMBLY REPLACEMENT RECORD

DATE	ACCOUNT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED	DATE	ACCOUNT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED
1.	DATE: FIVE DIGIT JULIAN DATE								
	• MODIFICATION COMPLETED								
	• MAJOR ASSEMBLY REPLACEMENT								
	• TRANSFERRED OR RECEIVED (OWNER)								
2.	ACCOUNT SERIAL NO.								
	• AC OF THE UNIT ACCOUNTABLE								
3.	VOUCHER NO.								
	• DOCUMENT NO. OF THE ACCOUNTABLE TRANSACTION FROM ONE RUAF TO ANOTHER.								
4.	MI/TI No.								
	• ENTER THE MI NUMBER UPON COMPLETETION OF MOD.								
5.	DESCRIPTION OF MOD. COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED								
	• BRIEF DESCRIPTION OF MI.								
	• BRIEF DESCRIPTION AND SERIAL NO. OF THE NEW MAJOR UNIT ASSEMBLY.								
REMARKS	• TRANSFERRED OR RECEIVED.								

Not listed or no Data Plate, use info on the Parts Manual.

➤ ALL PRECEEDING ENTRIES ARE NOT REQUIRED FOR TACTICAL EQUIPMENT

# **PREPARATION INSTRUCTIONS**

**CONT.**

## ➤ **Remarks.**

- ✓ **When equipments time indicator is replaced, enter the date changed and the old and new hours.**
- ✓ **Enter the date when performed for all equipment that requires Load Test, ACI, and NDT.**

# PREPARATION INSTRUCTIONS

## CONT.

- **Remarks continued.**
  - ✓ **Hook Throat Base Dimension measurement will be entered when Load Tested.**
  - ✓ **CARC painted equipment shall note the date when painted (“Painted w/CARC 21 May 1986”).**
  - ✓ **When equipment has antifreeze changed, enter the type and date changed.**
  - ✓ **Temporary entries may be entered in pencil.**

# **PREPARATION INSTRUCTIONS**

➤ **Remarks continued.**

- ✓ **TM 4750-15/1, Pg. 1-3, Para. 1-2.c also states the CARC Paint entry shall be placed in the Remarks section.**
- ✓ **MCO P11262.2A, Pg. 1-3, Para. 2002.2, states HTS shall be measured upon receipt.**
- ✓ **HTS is established by installing two tram points on the hook, measure between these points to +/- 1/64".**

# PREPARATION INSTRUCTIONS

**CONT.**

- **Remarks continued**
  - ✓ **The Hook Throat Spread Base Dimension shall be retained in the Remarks section for the life of the hook.**
  - ✓ **HTS shall be measured quarterly.**
  - ✓ **Hooks showing and increase in the HTS by more than 15% from the HTSBD shall be discarded.**

# **PREPARATION INSTRUCTIONS**

## **CONT.**

- **Remarks continued**
  - ✓ **MCO P11262.2A, Pg. 2-6, Para. 2005 also states the NDT will be annotated in the Remarks section.**
  - ✓ **MCO 4105.2\_, Encl. 2, Pg. 1, Para. C. Upon receipt of the equipment, or as appropriate, the commencement dates of the warranty must be recorded in the remarks portion of the equipment record jacket NAVMC 696D.**



# REVIEW

- **We have discussed 696D preparation instructions.**

# QUESTIONS?

**BREAK!!**

# FILING

- **The NAVMC 696D will be filed in the administration office of the custodian or as directed by the Commanding Officer. Face of 696D becomes full, retain inside the new 696D.**



# DISPOSITION

- **When vehicle is transferred, the NAVMC 696D will be packaged and shipped with the associated Basic Issue Item (BII) and Collateral Material (CM) to the gaining unit.**
- **When equipment is determined to be unserviceable and a Letter of Unserviceable (LUP) is received, destroy all records.**



# REVIEW

- We have discussed the NAVMC 696D

# QUESTIONS?

# QUESTIONS TO YOU!

**Q. How long is the NAVMC 696D maintained?**

**A. For the life of the item of equipment.**

# QUESTIONS TO YOU!

**Q. What information is required in the “REMARKS” section of the 696D?**

**A. EOT Indicator RPLC old & new readings and date, HTSBD, HTS, Dates of LT, NDT, ACI, CARC Paint, Warranty dates, and Anti-Freeze change date and type.**

**NAVMC 10524**

**CONSOLIDATED  
ENGINEER EQUIPMENT  
OPERATIONAL LOG  
AND SERVICE RECORD**

[illegible]

# **DAILY PREVENTIVE MAINTENANCES SERVICES**

Legend for marking						
A - Adjust equired		S - Service		X - Adjustment/Repair		
C - Check		V - Verify		O - Defect Corrected		
ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR
		BEFORE	DURING	AFTER		
1	DAMAGE, PILFERAGE, LOSS	C		C		
2	LEAKS, GENERAL	C		C		
3	FUEL, OIL, WATER	V		S		
4	ENGINE, WARMUP	C				
5	INSTRUMENTS	C	C			
6	SAFETY DEVICES	C				
7	TOOLS AND EQUIPMENT	C				
8	PUBLICATIONS	V				
9	CLUTCH	V	C			
10	STEERING	C	C			
11	ENGINE OPERATION		C			
12	UNUSUAL NOISES	C	C			
13	LIGHTS AND REFLECTORS	C				
14	AIR TANKS	S		S		
15	DRIVE BELTS	C		C		
16	BATTERY ELEC. LEVEL	C		S		
17	ANTIFREEZE TEST TO ____ F	V				
18	SERVICE BRAKES	V	C			
19	TRANSMISSION	C	C			
20	AIR FILTER	V	S			
21	FUEL FILTER	S		S		
22	TIRES/TRACK	C		C		
23						
24						
25						

- NOTES:**
1. Add other coverages and procedures designated by the appropriate technical manual.
  2. 8 & 10 hour PMCS's are considered as daily PMCS'S.

**REMARKS**

ITEM	COVERAGE AND PROCEDURE	ITEM	COVERAGE AND PROCEDURE
1	<b>DAMAGE, PILFERAGE, LOSS.</b> Examine for signs of any obvious damage, pilferage or loss of components, attachments, or accessories.	12	<b>UNUSUAL NOISES.</b> Note for signs of metal grinding, squealing, or thumping. Observe for signs of excessive backlash and worn sheave bushings or gears.
2	<b>LEAKS, GENERAL.</b> Check under equipment and in engine compartment for signs of fuel, oil, water, gear oil, or brake fluid leaks.	13	<b>LIGHTS AND REFLECTORS.</b> Test for adequacy of performance and serviceability. Broken or cracked lenses and reflectors are to be replaced.
3	<b>FUEL, OIL, WATER.</b> Verify levels and condition. Water level in radiator must be as specified in TM. Fuel tank to be full and free of excessive sediment deposit as noted at the sediment bowl. Oil to be clean and at level specified by TM. Refill to level after each operation. Contaminated fuel, water, and lubricant chief if contaminated occurs frequently.	14	<b>AIR TANKS.</b> Drain to prevent accumulation of condensation or freezing.
4	<b>ENGINE WARMUP.</b> Allow engine to operate sufficiently to reach operating temperature. Inspect for obvious leaks and note for signs of improper operations such as: (1) unusual noises (knocks, growling or grinding), (2) excessive smoking, and (3) throttle response.	15	<b>DRIVE BELTS.</b> Verify adjustments and condition. Belts having oil and grease on them are to be cleaned as soon as possible.
5	<b>INSTRUMENTS.</b> All instruments and gages are to function as prescribed in appropriate technical manuals. Those of most importance are: (1) water temperature to show a reading of ____ to ____, (2) oil pressure to register between ____ and ____ on the page, (3) ammeter to show a high rate of charge immediately following starting; then reduced to approximately 5 amps.	16	<b>BATTERY LEVEL.</b> Electrolyte level to be specified by the TM. Report any excessive water consumption to the equipment chief. Terminals to be clean and tight.
6	<b>SAFETY DEVICES.</b> Check mirrors, horns, fire extinguishers, boom stops, and turn signals for proper functioning and/or condition.	17	<b>ANTIFREEZE.</b> Degree of protection to be verified with a hydrometer. Do not add water in a protected cooling system without consulting the equipment chief.
7	<b>TOOLS AND EQUIPMENT.</b> Tools and assigned attachments or accessories are to be checked for serviceability, completeness and condition.	18	<b>SERVICE BRAKES.</b> Verify proper adjustment and check operation immediately upon moving equipment.
8	<b>PUBLICATIONS.</b> Verify that required publications are aboard the equipment.	19	<b>TRANSMISSION.</b> Check fluid level in accordance with TM. Check for overheating during operation.
9	<b>CLUTCH.</b> Verify adjustment and tension. Note for signs of excessive heating while under load.	20	<b>AIR FILTERS.</b> Verify that air filter element is clean and (if required) oil level correct. Service after each day of operation or more often if required.
10	<b>STEERING.</b> Cover adequacy of all types of steering mechanisms, such as clutches, brakes, air, hydraulic, and gear.	21	<b>FUEL FILTERS.</b> Drain to prevent accumulation of condensation.
11	<b>ENGINE OPERATION.</b> Check for irregular performance, such as misses and unusual noises. Verify adequacy of power by subjecting the equipment to a load-performance test.	22	<b>TIRES/TRACKS.</b> Tires to be inflated to recommended pressure and free from major cuts and bruises. Tracks to be properly adjusted for tension and rollers correctly serviced.
		NAVMC 10524 (Rev. 12-93) (EF) (Reverse)	

# PURPOSE

- **Provides authority for an operator to operate on an assigned mission.**
- **May be used in place of the NAVMC 10523(Engineer Equipment Operational Record) when equipment is being operated at a project site for extended periods time.**

# PURPOSE CONT.

- Provides the operator with a checklist for conducting BEFORE, DURING, and AFTER checks and services. (PMCS).
- Provides means to record mileage/hours for PMCS scheduling and POL consumption determined.
- Used as template for indicating required operator daily PMCS on the NAVMC 10523.

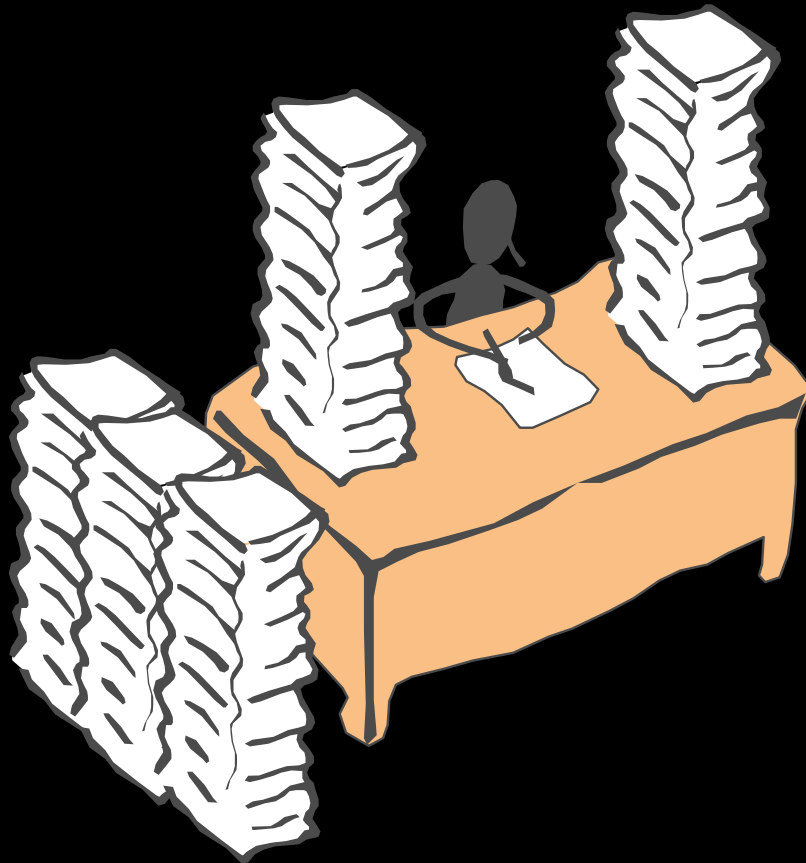
# PURPOSE CONT.

- **Not required when a ERO has been submitted and equipment is operated from pool area to maintenance shop.**



# RESPONSIBILITIES

## S



- **Maintained by the dispatcher.**
- **Must be kept up-to-date so that the scheduled PMCS is performed when due.**

# RESPONSIBILITIES CONT.

- **Dispatcher will ensure the following:**
  - ✓ **Request for the assigned mission is authorized.**
  - ✓ **Operator has a valid operator's license (OF-346).**
  - ✓ **Section "A" is updated with any 2nd EOM or higher PMCS due on equipment. Leave blank if equipment has no operational time indicator.**

# **RESPONSIBILITIES**

## **CONT.**

### ➤ **Dispatcher's responsibilities continued:**

- ✓ **NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated using the information from the NAVMC 10524.**
- ✓ **Equipment Officer or Chief is notified when NAVMC 10524 indicates CM or PMCS work is required.**

# RESPONSIBILITIES CONT.

## ➤ **Dispatcher's responsibilities continued:**

- ✓ **NAVMC 10524 is updated after receipt of the completed NAVMC 10523 when required.**
- ✓ **Before, During and After operation PMCS are indicated on the Daily Preventive Maintenance Services side.**
- ✓ **Dispatcher is not required to schedule 8 or 10 hour PMCS.**

# RESPONSIBILITIES

## CONT.

### ➤ **The Equipment Chief will ensure the following:**

- ✓ **Section “A” is updated after completion of a 2nd echelon or higher, scheduled or unscheduled, PMCS.**
- ✓ **NAVMC 10561 (Preventive Maintenance Checks and Services Roster) is updated after completion of 2<sup>nd</sup> EOM or higher PMCS.**
- ✓ **Any PMCS or CM is done prior to being dispatched.**

# RESPONSIBILITIES

## CONT.

### ➤ **The operator will:**

- ✓ **Complete all blocks pertaining to the operator before returning to the equipment pool.**
- ✓ **Conduct 8 or 10 hour PMCS (TM) as daily PMCS.**
- ✓ **Complete all blocks pertaining to daily PMCS.**

# FSMAO

## CLARIFICATION

- ***CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 15 MAY 06. Completion requirements for operator's daily PMCS (NAVMC 10524).***
  - ✓ **Back of the 10524 should be completed when the form is established for the equipment and filed in the NAVMC 696D. The back of the form serves as a guide for the dispatcher, when dispatching equipment, to determine which services are applicable to the item of equipment being dispatched.**

# **REVIEW**

- **We have discussed NAVMC 10524:**
  - ✓ **Purpose**
  - ✓ **Associated responsibilities**

# **QUESTIONS?**

**BREAK!!**

**Get your 10524 out so  
we can discuss  
preparation  
requirements. First we  
will go over how to fill  
out Section “A”, and  
computing your Hourly  
PMCS schedule as it**

PMCS DUE: (Use Pencil only)	250	500	1000	1500	2000			LAST SCHEDULED PMCS (Enter Date Performed)	<div style="border: 2px solid red; padding: 5px; display: inline-block;">             LEAVE BLANK           </div>	NEXT SCHEDULED PMCS (Enter Date Due)	LUBRICATION DUE NEXT PMCS (Enter Type)
SCHEDULED PMCS	250	500	1000	1500	2000			FEB 07	FEB 08	IAW TM	

# **DAILY PREVENTIVE MAINTENANCES SERVICES**

## **Legend for marking**

A - Adjust required  
C - Check  
S - Service  
V - Verify  
X - Adjustment/Repair  
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ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR
		BEFORE	DURING	AFTER		
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2	LEAKS, GENERAL	C		C		
3	FUEL, OIL, WATER	V		S		
4	ENGINE, WARMUP	C				
5	INSTRUMENTS	C	C			
6	SAFETY DEVICES	C				
7	TOOLS AND EQUIPMENT	C				
8	PUBLICATIONS	V				
9	CLUTCH	V	C			
10	STEERING	C	C			
11	ENGINE OPERATION		C			
12	UNUSUAL NOISES	C	C			
13	LIGHTS AND REFLECTORS	C				
14	AIR TANKS	S		S		
15	DRIVE BELTS	C		C		
16	BATTERY ELEC. LEVEL	C		S		
17	ANTIFREEZE TEST TO ____ F	V				
18	SERVICE BRAKES	V	C			
19	TRANSMISSION	C	C			
20	AIR FILTER	V	S			
21	FUEL FILTER	S		S		
22	TIRES/TRACK	C		C		
23						
24						
25						

- NOTES:**
1. Add other coverages and procedures designated by the appropriate technical manual.
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		NAVMC 10524 (Rev. 12-93) (EF) (Reverse)	

# COMPUTING THE HOURLY PMCS SCHEDULE

- **How to figure your hourly PMCS schedule will not be found in any MCO, TM, or UM.**
- **The following slides will explain how this can be accomplished.**

# FORMULA WHEN A HOURLY PMCS HAS BEEN COMPLETED

**SCHEDULED PMCS** (COMES FROM LINE 4)

**+** **HOUR METER READING** (TAKEN FROM ERO)

**=** **NEW PMCS DUE** (THIS READING IS PLACED IN  
THE APPROPRIATE BLOCK)

# EXAMPLE

250	500	1000	1500	2000
250	500	1000	1500	2000

YOUR EQUIPMENT IS DUE FOR A 250 HR PM, YOU SEND IT TO MAINT. THEY COMPLETE IT, THE ERO STATES THE EQUIPMENT HAS 250 HRS ON IT. THIS IS WHAT YOUR UPDATED 10524 WOULD LOOK LIKE NOW.

500	500	1000	1500	2000
250	500	1000	1500	2000

# FORMULA WHEN THE HOUR METER HAS BEEN

## REPLACED

**\*\*The following formula applies to the PM schedule when the new hour meter has "0" hours.**

**\*\*This formula must be applied to each hourly PM separately.**

$$\begin{array}{l} \text{PMCS DUE (LINE 3)} \\ - \text{OLD HOUR METER READING (ERO/HR METER)} \\ = \text{NEW PMCS DUE (THIS READING IS PLACED IN THE APPROPRIATE BLOCK)} \end{array}$$

U SEND IT TO MAINT. TO HAVE THE HOUR  
TER REPLACED, MAINT. RELACED THE HOUR  
TER AND THE NEW HOUR METER HAS "0". T  
D HOUR METER HAD "275" HOURS. THIS IS  
AT YOUR 10524 CURRENTLY LOOKS LIKE.

500	500	1000	1500	2000
250	500	1000	1500	2000

# EXAMPLE

$\begin{array}{r} 500 \\ -275 \\ \hline 225 \end{array}$	$\begin{array}{r} 500 \\ -275 \\ \hline 225 \end{array}$	$\begin{array}{r} 1000 \\ -275 \\ \hline 725 \end{array}$	$\begin{array}{r} 1500 \\ -275 \\ \hline 1225 \end{array}$	$\begin{array}{r} 2000 \\ -275 \\ \hline 1725 \end{array}$
225	225	725	1225	1725
250	500	1000	1500	2000

# FORMULA WHEN THE HOUR METER HAS BEEN

**\*\*The following formula applies to the PM schedule when the new hour meter has hours already accumulated on it.**

**\*\*This formula must be applied to each hourly PM separately.**

$$\begin{array}{rcl} & \text{PMCS DUE} & \text{(LINE 3)} \\ - & \underline{\text{OLD HR MTR READING}} & \text{(ERO/HR MTR)} \\ & \text{????} & \text{(RESULT)} \\ + & \underline{\text{????}} & \text{(NEW HR MTR)} \\ = & \underline{\text{????}} & \text{(NEW PMCS DUE) (PLACE IN THE APPROPRIATE BLOCK)} \end{array}$$

**U SEND IT TO MAINT. TO HAVE THE HOUR  
TER REPLACED, MAINT. RELACED THE HOUR  
TER AND THE NEW HOUR METER HAS “65” H  
E OLD HOUR METER HAD “30” HOURS. THIS  
AT YOUR 10524 CURRENTLY LOOKS LIKE.**

<b>225</b>	<b>225</b>	<b>725</b>	<b>1225</b>	<b>1725</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

# EXAMPLE

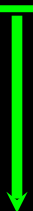
225

-30

195

+65

260



260

250

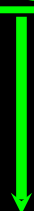
225

-30

195

+65

260



260

500

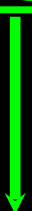
725

-30

695

+65

760



760

10000

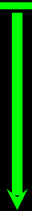
1225

-30

1195

+65

1260



1260

15000

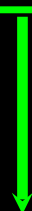
1725

-30

1695

+65

1760



1760

20000

# REVIEW

- We have discussed preparation instructions for Section “A” of the NAVMC 10524.

# QUESTIONS?

**BREAK**

**DEMONSTRATION**

# PRACTICAL APPLICATION



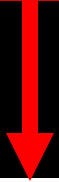
**WHAT YOUR 10524 WOULD  
LOOK  
LIKE IN THE BEGINNING.**

<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

**YOU COMPLETED THE 250  
HR PM ON 280 HRS.**

**280  
+250**

**530**

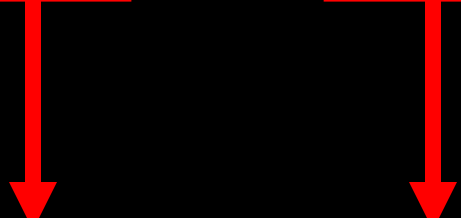


<b>530</b>	500	1000	1500	200	
250	500	1000	1500	0	200
				0	0

**YOU COMPLETED THE 500  
HR PM ON 510 HRS.**

$$\begin{array}{r} 510 \\ +250 \\ \hline 760 \end{array}$$

$$\begin{array}{r} 510 \\ +500 \\ \hline 1010 \end{array}$$



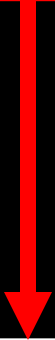
<b>760</b>	<b>1010</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

**YOU COMPLETED THE 250  
HR PM ON 760 HRS.**

**760**  
**+250**  

---

**1010**



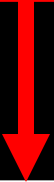
<b>1010</b>	<b>1010</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

**YOU COMPLETED THE 1000  
HR PM ON 1000 HRS.**

**1000**  
**+250**  

---

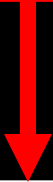
**1250**



**1000**  
**+500**  

---

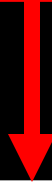
**1500**



**1000**  
**+1000**  

---

**2000**



<b>1250</b>	<b>1500</b>	<b>2000</b>	<b>1500</b>	<b>2000</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

# HR METER HAD TO BE REPLACED.

OLD 1025 NEW 0

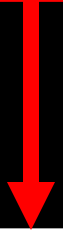
1250	1500	2000	1500	2000
<u>-1025</u>	<u>-1025</u>	<u>-1025</u>	<u>-1025</u>	<u>-1025</u>
225	475	975	475	975
↓	↓	↓	↓	↓

225	475	975	475	975
250	500	1000	1500	2000

**YOU COMPLETED THE 250  
HR PM ON 225 HRS.**

**225  
+250**

**475**



<b>475</b>	<b>475</b>	<b>975</b>	<b>475</b>	<b>975</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>

**YOU COMPLETED THE 1500  
HR PM ON 475 HRS.**

$$\begin{array}{r} 475 \\ +250 \\ \hline 725 \end{array}$$

$$\begin{array}{r} 475 \\ +500 \\ \hline 975 \end{array}$$

$$\begin{array}{r} 475 \\ +1500 \\ \hline 1975 \end{array}$$

725	975	975	1975	975
250	500	1000	1500	2000

# R METER HAD TO BE REPLACED

## OLD 500, NEW 25

725	975	975	1975	975
<u>-500</u>	<u>-500</u>	<u>-500</u>	<u>-500</u>	<u>-500</u>
225	475	475	1475	475
<u>+25</u>	<u>+25</u>	<u>+25</u>	<u>+25</u>	<u>+25</u>
<u>250</u>	<u>500</u>	<u>500</u>	<u>1500</u>	<u>500</u>
↓	↓	↓	↓	↓

250	500	500	1500	500
250	500	1000	1500	2000

# ANY QUESTIONS?



# REVIEW

- You have performed calculations to adjust the unscheduled (Hourly) PMCS blocks in Section “A” of the NAVMC 10524.

# QUESTIONS?

**BREAK**

# SECTION “B”

- **Optional, except when equipment is being operated at an isolated job site for an extended period.**
- **If required the Major Subordinate Command’s Maintenance Management Standing Operating Procedures (MSC MMSOP) will state those requirements.**
- **No EOT Indicator, the NAVMC 10523 is mandated to capture hours.**

# SECTION "B"

- ***NOTE: Per FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 21 DEC 01. Encl. (3) pg.8, Para. c, reads as follows:***
- ***Requirements for Using Section "B" of NAVMC 10524: A clarification was requested concerning what was meant by the statement found within paragraph (2), page 2-21-6 of TM 4700-15/1, which states the MSC or commodity manager's standing operating procedures will state the requirements for using section "B" of the NAVMC 10524.***
- ***Response: The intent of page 2-21-6, paragraph (2) of TM 4700-15/1 is to provide the unit commander the option to use or not use section "B" of the NAVMC 10524. The exception is when equipment is operated at an isolated job site for extended periods of time. The MMSOP must clearly state if section "B" is to be used, and, if not, what procedures must be followed in order for the shops to determine when hourly Preventive Maintenance Checks and Services (PMCS are due in their equipment.***
- ***Reference: LAN message from MGySgt Smith (HQMC,LPP-3) of Sept. 1997, updated by LAN message from MGySgt Wix (HQMC,LPP) of 30 Dec. 1997.***

# 10524 IN 696D

- **FIRST WE WILL LOOK AT WHAT THE 10524 MAY LOOK LIKE IN THE 696D WHEN ENTRIES IN SECTION “B” ARE MANDATED BY THE MMSOP.**

SECTION A

EQUIPMENT NOMENCLATURE <b>HIGH SPEED HIGH MOBILITY CRANE</b>				ID NO <b>09109B</b>	USMC OR SERIAL NO <b>123456</b>	DATE RECORD OPENED <b>13 JUL 06</b>	DATE RECORD CLOSED	CONTROL NO OR UNIT <b>00172</b>	
REFERENCES: OPERATION/MAINTENANCE-TM <b>09109A-10/1</b>					PARTS - SL-4- <b>09109A</b>		RECORDS-TM 4700-15/1- _____		
PMCS DUE: (Use Pencil only)	<b>2595</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>		LAST SCHEDULED PMCS (Enter Date Performed)	NEXT SCHEDULED PMCS (Enter Date Due)	LUBRICATION DUE NEXT PMCS (Enter Type)
SCHEDULED PMCS	<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>		<b>SEPT 06</b>	<b>SEPT 07</b>	<b>IAW TM</b>

SECTION B

OPERATION				SERVICE							UNIT	SIGNATURE	
DATE	SPEEDOMETER OR HOURMETER READING		TOTAL HR/MI OPER.	POL CONSUMPTION				AIR FILTER CLEANED/ CHANGED	HR/MI PMCS COMPLETED	ERO NO.			
	STARTED	STOPPED		GAA (GAL)	DIESEL (GAL)	OIL WT	159 L WT						OIL WT
13Jul06	<del>25</del>	25	0	0.25	15	10	15	90		25	AT056	54063	Sign
15Jul06	25	31	6	.25	15		1qt						
16Jul06	31	34	3										
18Jul06	34	40	6										
20Jul06	40	47	7	.25	25	1qt							
21Jul06	47	50	3										
25Jul06	50	54	4										
26Jul06	54	56	2										
30Jul06	56	60	4										
1Aug06	60	65	5	.25	26		1qt						
5Sep06	245	245	0							245	AT200	54063	Sign
TOTALS			40	.75	66	1qt	2qt						

# 10524 EXTENDED JOBSITE

- **NOW LETS LOOK AT WHAT THE 10524 MAY LOOK LIKE WHEN IT IS FILLED OUT BY THE OPERATOR(S) ON A JOBSITE FOR AN EXTENDED PERIOD OF TIME.**

EQUIPMENT NOMENCLATURE	ID NO	USMC OR SERIAL NO	DATE RECORD OPENED	DATE RECORD CLOSED	CONTROL NO OR UNIT
HIGH SPEED HIGH MOBILITY CRANE	09109B	123456	13 JUL 06	01 AUG 06	00172

REFERENCES: OPERATION/MAINTENANCE-TM <u>09109A-10/1</u>	PARTS - SL-4- <u>09109A</u>	RECORDS-TM 4700-15/1- <u>          </u>
---	-----------------------------	---

PMCS DUE: (Use Pencil only)	250	500	1000	1500	2000			LAST SCHEDULED PMCS (Enter Date Performed)	NEXT SCHEDULED PMCS (Enter Date Due)	LUBRICATION DUE NEXT PMCS (Enter Type)
SCHEDULED PMCS	250	500	1000	1500	2000			JULY 06	JULY 07	IAW TM

OPERATION				SERVICE							UNIT	SIGNATURE	
DATE	SPEEDOMETER OR HOURMETER READING		TOTAL HR/MI OPER.	POL CONSUMPTION					AIR FILTER CLEANED/ CHANGED	HR/MI PMCS COMPLETED			ERO NO.
	STARTED	STOPPED		GAL GAS (GAL)	DIESEL (GAL)	OIL WT	15/30 WT	OIL WT					
13Jul06	20	25	5	0						CL	BKB		
15Jul06	25	31	6	.25	15		1qt			CL	BKB		
16Jul06	31	34	3							CL	BKB		
18Jul06	34	40	6							CL	BKB		
20Jul06	40	47	7	.25	25	1qt				CL	BKB		
21Jul06	47	50	3							CL	BKB		
25Jul06	50	54	4							CL	BKB		
26Jul06	54	56	2							CL	BKB		
30Jul06	56	60	4							CL	BKB		
1Aug06	60	65	5	.25	26		1qt			CL	BKB		
<div style="border: 2px solid black; width: 100%; height: 100%; transform: rotate(45deg); position: relative; margin: 10px 0;"> <span style="position: absolute; top: -10px; left: 0;">SECTION B</span> </div>													
TOTALS			40	.75	66	1qt	2qt						

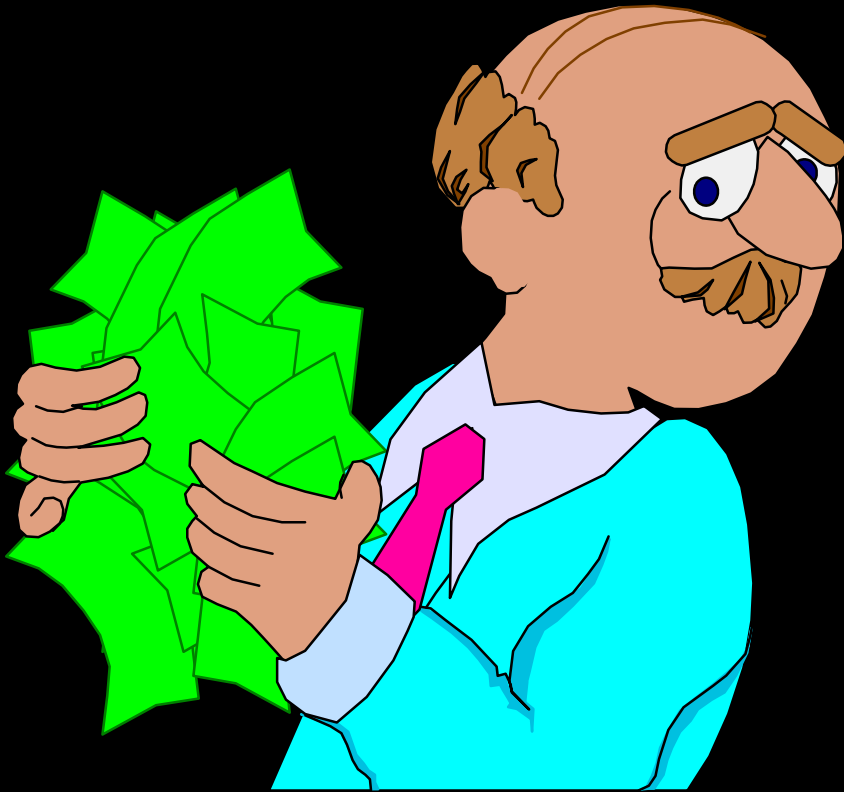
# REVIEW

- We discussed preparation instructions for Section “B” of the NAVMC 10524.

# QUESTIONS?

**BREAK**

# FILING AND DIPOSITION



- When the sheet is filled, the accumulated totals and other data are transferred to a new NAVMC 10524.
- Filed in the 696D.
- Retain the last completed or filled NAVMC 10524.

# REVIEW

- **During this period we:**
  - ✓ **Discussed the NAVMC 10524**
  - ✓ **Observed a demonstration**
  - ✓ **Performed calculations**

# QUESTIONS?

# QUESTIONS TO YOU!

**Q. What is the purpose of the NAVMC 10524?**

**A. Serves as authority for operator to operate on assigned mission (isolated job site/extended period), Checklist for conducting PMCS, Provide means of recording hours/miles to schedule PMCS and recording POI.**

# QUESTIONS TO YOU!

**Q. Who maintains the NAVMC 10524?**

**A. Dispatcher**

**SF 91  
MOTOR  
VEHICLE**

**ACCIDENT**

**FOUND IN THE TM 4700-15/H,**

**PG. 2-17-1  
REPORT**

**PARA. 2.17**

# PURPOSE

- **Is to provide a detailed report of any accident involving a motor vehicle.**

# RESPONSIBILITIES

- **Operator of any vehicle involved is responsible for submitting this report.**
  - ✓ **Second party can initiate for the operator using any witnesses.**
  - ✓ **Operator's supervisor(OIC) fills out their portion.**
  - ✓ **Investigating Officer will complete the accident investigator portions per the Manual of Judge Advocate General.**

**Get your SF91 out so  
we can discuss  
preparation  
requirements.**

# SF-91

- **Preparation Instructions.** All entries are self-explanatory.
  - ✓ Submit to the Equip. Officer for review and appropriate action.
- **Filing.** Carry one blank SF 91 with each vehicle.
- **Disposition.** Retain the SF 91 with the accident investigation per the JAG Manual.

**MOTOR VEHICLE  
ACCIDENT REPORT**Please read the  
Privacy Act State-  
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

**SECTION I - FEDERAL VEHICLE DATA**

1. DRIVER'S NAME (Last, first, middle)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS			3. DATE OF ACCIDENT		
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS						4b. WORK TELEPHONE NUMBER ( )		
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE		9. MODEL		10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE								

**SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)**

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ( )		
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ( )		

**SF-91 PAGE 1**

16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE		20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS					22b. POLICY NUMBER
					22c. TELEPHONE NUMBER ( )
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED					24a. OWNER'S NAME(S) (Last, first, middle)
25. OWNER'S ADDRESS(ES)					24b. TELEPHONE NUMBER ( )

**SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)**

26. NAME (Last, first, middle)				27. SEX	28. DATE OF BIRTH	
29. ADDRESS						
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
	34. TRANSPORTED BY		35. TRANSPORTED TO			
36. NAME (Last, first, middle)				37. SEX	38. DATE OF BIRTH	
39. ADDRESS						
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
	44. TRANSPORTED BY		45. TRANSPORTED TO			

46. Pedes- trian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)			

**SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)**

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).																												
49. TIME OF ACCIDENT AM PM																													
50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED <i>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</i>  a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.  Example: → 1 ← 2 ←  b. Use solid line to show path before accident and broken line after the accident  c. Show pedestrian by → ○  d. Show railroad by ++++++  e. Place arrow in this circle to indicate NORTH ○		51. POINT OF IMPACT (Check one for each vehicle) <table border="1"><thead><tr><th>FED</th><th>2</th><th>AREA</th></tr></thead><tbody><tr><td></td><td></td><td>a. FRONT</td></tr><tr><td></td><td></td><td>b. R. FRONT</td></tr><tr><td></td><td></td><td>c. L. FRONT</td></tr><tr><td></td><td></td><td>d. REAR</td></tr><tr><td></td><td></td><td>e. R. REAR</td></tr><tr><td></td><td></td><td>f. L. REAR</td></tr><tr><td></td><td></td><td>g. R. SIDE</td></tr><tr><td></td><td></td><td>h. L. SIDE</td></tr></tbody></table>	FED	2	AREA			a. FRONT			b. R. FRONT			c. L. FRONT			d. REAR			e. R. REAR			f. L. REAR			g. R. SIDE			h. L. SIDE
FED	2	AREA																											
		a. FRONT																											
		b. R. FRONT																											
		c. L. FRONT																											
		d. REAR																											
		e. R. REAR																											
		f. L. REAR																											
		g. R. SIDE																											
		h. L. SIDE																											
52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).																													

**SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)**

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ( )	55. HOME TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ( )	60. HOME TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

**SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)**

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

**SECTION VII - POLICE INFORMATION**

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ( )
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

# SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

# SF-91 PAGE 3

## SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

## SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN

DATE

TIME (Circle one)

a.m.  
p.m.

76. ACCIDENT  
OCCURRED

DATE

TIME (Circle one)

a.m.  
p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☐ IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐ NO ☐ YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐ YES ☐ NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☐ NO ☐ YES (Explain)

81. COMPLETED BY  
DRIVER'S  
SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☐ YES  
☐ NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

( )

**SECTION XI - ACCIDENT INVESTIGATION DATA**83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)**84. PERSONS INTERVIEWED**

NAME

DATE

NAME

DATE

a.

b.

d.

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

86. REVIEWING OFFICIAL'S COMMENTS

**87. ACCIDENT INVESTIGATOR**

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER

( )

**88. ACCIDENT REVIEWING OFFICIAL**

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER

( )

# REVIEW

- **During this period we discussed the SF 91.**

# QUESTIONS?

# QUESTIONS TO YOU!

**Q. What is the purpose of the SF 91?**

**A. Provide a detailed report of an accident involving a motor vehicle.**

# QUESTIONS TO YOU!

**Q. How many SF 91s are required to be  
in each vehicle?**

**A. One**

**BREAK**

**SF-94**  
**STATEMENT OF**  
**WITNESS**

**FOUND IN TM 4700-15/1H,**

**PG. 2-17-1**

**PARA. 2.17.1**

# SF-94

- **Purpose.** To provide a detailed statement from an accident witness per section V of the SF 91.
- **Responsibilities.** Individual that is responsible for completing the SF 91 will request that witnesses complete the SF 94.
  - ✓ Not mandatory for the public.
  - ✓ Mandatory for the military and federal employees.
    - Compliance statement on the back of the SF 94.

**Get your SF94 out so  
we can discuss  
preparation  
requirements.**

# SF-94

- **Preparation Instructions.** All entries are self-explanatory.
- **Filing.** Retain two SF 94's in each vehicle.
- **Disposition.** Retain with completed SF 91.

# **REVIEW**

- **During this period we discussed the SF 94.**

# QUESTIONS!!!



# QUESTIONS TO YOU!!!

**Q . What is the purpose of the SF-94?**

**A . To provide a detailed statement from an accident witness per section V of the SF-91.**

# QUESTIONS TO YOU!!!

**Q . How many SF-94s are required in each vehicle?**

**A . Two**

# **NAVMC 10560**

## **WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT**

# PURPOSE

- **To provide a check list for performing and recording:**
  - ✓ **PMCS**
  - ✓ **LTI**
    - **Acceptance**
    - **Prior to major repair**
    - **At the discretion of the Engr. Equip. Officer/Chief.**
- **Also used as a guide when performing Annual Safety/Condition Checks**

# **EQUIP. FORMS & RECORDS ON TEMPORARY LOAN(TM 4700-15/1H, Ch. 1, pg. 1-5, Para. 1-9)**

- **Owning unit will provide a skeleton record for equipment on Temporary Loan.**
  - ✓ **Any short term transfer that does not involve formal transfer of custody (Command Adjustment of Allowances).**
- **Owning unit will tag each record with the type and due date of the next scheduled PMCS.**
- **Borrowing unit will maintain records/skeleton records up-to-date of all entries and maintenance actions performed.**

# **EQUIP. FORMS & RECORDS ON TEMPORARY LOAN (CONT.)**

- **Borrowing unit will update the FMSS when loaded, or provide info necessary for owning unit to update FMSS.**
- **Borrowing unit will return all forms & records containing maintenance actions performed.**
- **Lender will update original records & file the copies per the TM 4700-15/1.**

# **EQUIP. FORMS & RECORDS ON TEMPORARY LOAN (CONT.)**

- **At a minimum, skeleton records will consist of:**
  - ✓ **Joint LTI performed at the time of issue to the borrowing unit.**
  - ✓ **White copy of all ERO's for maintenance actions performed while on temp. loan.**
  - ✓ **SL-3 Extract for all SL-3 components that were temp. loaned with equipment.**

# **RESPONSIBILITIES**

- **Equipment Chief is responsible for preparing this worksheet on PMCS.**
- **Prepare a template, refer to the appropriate TM's, Technical Bulletins, etc.**
  - ✓ **Non-applicable portions may be blanked out.**
- **The maintenance unit, with assistance from the operator will perform the required services and signs.**
- **Equipment Chief will ensure required repairs are inspected and recorded before equipment is repaired.**

# REVIEW

- **We have discussed the NAVMC 10560:**
  - ✓ **Purpose**
  - ✓ **Associated responsibilities**

# QUESTIONS?

**BREAK**

**Get out your NAVMC  
10560 so we can  
discuss preparation  
requirements.**

# **PREPARATION INSTRUCTIONS**

- **Preparing activity may be the owner, user or custodian.**
  - ✓ **Temp loaned.**
  - ✓ **Maintenance section if evacuated to higher echelon.**
- **Items marked with a pound sign (#) are completed by the preparing activity.**
- **There are fifteen sections to this NAVMC.**

# **PREPARATION INSTRUCTIONS**

- **Use the “Servicing Symbols” to list requirements for PMCS noted in the “SS” column of sections “D” through “M”.**
- **Use the “Legend For Markings” to list requirements for CM noted in the “SS” column of sections “D” through “M”.**

A	SERVICING SYMBOLS (SS) A - ADJUST C - CLEAN I - INSPECT S - SERVICE T - TIGHTEN		WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT				LEGEND FOR MARKING (SS) N/A - NOT APPLICABLE M - MISSING ✓ - SATISFACTORY X - ADJUSTMENT REQUIRED XX - REPAIR REQUIRED XXX - REPLACEMENT REQUIRED D - IMMEDIATE D/L U - UNSATISFACTORY MR - MODIFICATIONS REQUIRED	
	APPLICABLE REFERENCES (SEE INSTRUCTIONS ON PAGE 6) TM 4700 - 15/1 (TACTICAL EQUIPMENT RECORD PROCEDURES)							
	NOMENCLATURE <b>HIGH SPEED HIGH MOBILITY CRANE 25 TON</b>		MAKE <b>HARNISCHFERGER</b>		MODEL <b>HSHMC-25</b>			
	ORGANIZATION <b>MWSS-172 MWSG-17 1<sup>ST</sup> MAW 00172</b>		DATE <b>13 JUL 02</b>		HOURS <b>1349</b>		REGISTRATION NO <b>123456</b>	
	ENGINE MAKE / MODEL (IF APPLICABLE, LIST BOTH ENGINES)		ENGINE SERIAL NO (IF APPLICABLE, LIST BOTH ENGINES)		ATTACHMENTS			
1. <b>CAT / 3208</b> (USE ADDITIONAL FORM)		1. <b>G-A23896</b> (USE ADDITIONAL FORM)		MAKE AND MODEL				
2.		2.		SERIAL NO.		X INDICATE PURPOSE TECHNICAL INSPECTION (TI) LIMITED TECH. INSPECTION (LTI) HOURLY PM 250 HRS OTHER (STATE)		
<input type="checkbox"/> EQUIPMENT RECORD FOLDER		<input type="checkbox"/> PUBLICATIONS AVAILABLE		<input type="checkbox"/> APPEARANCE		<input type="checkbox"/> OPERATOR'S DAILY PM		
				<input type="checkbox"/> FIRE EXTINGUISHER		<input type="checkbox"/> TOOLS AND EQUIPMENT		
REMARKS AND RECOMMENDATIONS / DISPOSITION INSTRUCTIONS <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <b>USE THE LEGEND OF MARKING SYMBOLS</b> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <b>OPTIONAL WHEN COMMENTS ARE WRITTEN DIRECTLY TO THE ERO</b> </div> <p> <b>List all items that are not satisfactory in the (SS) column of sections "D" Through "M".</b>  <b>List all Mods. And TI's that need to be accomplished.</b>  <b>List all items listed in section "B" to the ERO/SRO.</b> </p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"> <b>Is only required when a condition code is requested.</b> </div>								
C	ITEM COST (CURRENT) \$ <b>MHIF or FEDLOG</b>		EQUIPMENT AGE - current yr. YEARS MONTHS <b>from data plates</b>		REPAIR LIMIT % ONE TIME <b>65%</b>		COST LIMIT <b>???</b>	
	EST. COST THIS REPAIR \$ <b>???</b>		CONDITION CODE <b>UM-4400-124,</b> <b>Pg. 4-4-22</b>					

D	S	ENGINE AND POWER UNIT	D	S	ENGINE AND POWER UNIT (ELECTRICAL SYSTEM)																
1		CYLINDER HEAD (GASKET, LEAKS, CRACKS)	26		EMERGENCY SHUTDOWN DEVICES (CONNECTIONS, LINKAGE)																
2		EXHAUST SYS. (MANIFOLD, MUFFL., CONNECTIONS, PIPE) EXHAUST BACK PRESSURE_PSI (Hg). SMOKE ANALYSIS. (BLACK, BLUE, WHITE)	27		SPARK PLUGS (CRACKS, DISCOLORATION, FOULING)																
3		VALVE MECHANISM (COVERS, SPRINGS, ROCKER ARMS, PUSH RODS) CLEARANCE	28		BATTERY (CASE, TERMINALS) SPECIFIC GRAVITY																
4		COMPRESSION TEST (TI OR MALFUNCTION ONLY) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	29		BATTERY (BOX, HOLD DOWNS, CABLES, CONNECTIONS)
30		BATTERY SLAVE RECEPTACLE																			
5		CRANKCASE (LEAKS, OIL LEVEL) BREATHER (CLEAN)	31		BATTERY CHARGING GENERATOR / ALTERNATOR (MOUNTING, CONNECTION, BRUSHES, COMMUTATOR) OUTPUT ____ AMP @ ____ RPM																
6		OIL FILTER / COOLERS (LEAKS, CLEAN)	32		VOLTAGE REGULATOR (SEAL, CONNECTIONS, GROUND)																
7		OIL PUMP PRESSURE/TEMPERATURE ____ PSI, ____ F.	33		DISTRIBUTOR / MAGNETO (CAP, ROTOR, POINTS, MOUNTING, CONNECTIONS)																
8		ANTI FREEZE (SPECIFIC GRAVITY) PROTECTED TO ____ F.	34		IGNITION COIL (MOUNTING, CABLE)																
9		WATER PUMP, FAN, SHROUD, (LEAKS, ALIGNMENT, MOUNTING)	35		STARTER (MOUNTING, CONNECTIONS, BRUSHES, COMMUTATOR)																
10		RADIATOR (CORE, SHUTTERS, HOSES, CAP) (LEAK, RESTRICTION, DAMAGE)	36		LIGHTS (CONNECTIONS, MOUNTING) DASH, BLACKOUT, HEAD, TAIL, CLEARANCE, WORKING																
11		ACCESSORY DRIVE BELTS AND PULLEYS (CRACKS, ROT, ALIGNMENT)	37		WIRING HARNESS (CONNECTION, INSULATION)																
12		GOVERNOR AND LINKAGE (LINKS, ALIGNMENT, OPERATION)	38		SWITCHES (MOUNTING, CONNECTIONS)																
13		OVERSPEED GOVERNOR (CONNECTIONS, OPERATION)	39		METERS (VOLT, AMP, HOUR, ODOMETER, TACHOMETER, SPEEDOMETER) (MOUNTING, CONNECTIONS)																
14		AIR BOX (DRAINS, RESTRICTIONS, GASKETS) AIR BOX PRESSURE ____ PSI (Hg)	40																		
15		AIRCLEANER / PRECLEANERS (LEAKS, CONNECTIONS, MOUNTING, RESTRICTIONS)	41																		
16		CARBURETOR / LINKAGE (LEAKS, ALIGNMENT)	42																		
17		BLOWER / TURBOCHARGER (LEAKS, SEALS, MOUNTING, SCREEN)	43																		
18		INJECTORS, INJECTOR PUMPS (LEAKS, FILTERS, RESTRICTIONS)	E	S	POWER TRAINS																
19		FUEL TANK, CAP, MOUNTING (VALVES, LINES, TRAPS, SCREEN)																			
20		FUEL FILTER (LEAKS, RESTRICTION, DRAIN)																			
21		FUEL PUMPS (HOUSING, LINES, CONNECTIONS, SEDIMENT BOWL)	1		UNIVERSAL JOINTS, DRIVE SHAFTS																
22		FUELS LINES / CONNECTIONS (CRACKS, LEAKS)	2		GEAR HOUSINGS (CASES, GASKETS, SEALS, LEAKS, OIL LEVEL)																
23		GAUGES (FUEL, OIL TEMP, PRESSURE) OPERATION	3		GEARS AND PINIONS																
24		STARTING AID (CONNECTIONS, LINES)	4		BEARINGS, SHAFTS AND DRUMS																
25		ENGINE AIR COMPRESSOR (GASKETS, SEALS, BREATHERS)	5		TRANSMISSION, TRANSFER CASES (GASKETS, SEALS, LEAKS, OIL LEVEL) HARD TO SHIFT, NOISE																
			6		DRIVE SPROCKETS (CHAINS, BELTS, PULLES)																

E	S S	POWER TRAINS (CONTINUED)	F	S S	FRAME AND SUSPENSION (CONTINUED)
7		STEERING AND TRAVEL CLUTCHES	8		BUCKET / BLADE LIFT ARMS
8		FINAL DRIVE DIFFERENTIAL (HOUSING, GASKETS, SEALS, OIL LEVEL)	9		BUCKET / BLADE SIDE ARMS
9		POWER TAKE OFF UNIT	10		TIE RODS, LINKAGE, BOOTS AND SEALS
10		JAW OR PIN CLUTCH	11		FULCRUM ARMS, REACH ARMS, LINKAGE
11		OPERATING CLUTCHES AND BRAKES	12		CAB HOUSING (PANELS, DOORS, BRACKET, HINGES, FASTENERS)
12		TRAVEL AND SWING LOCK	13		BASE SKIDS (BENTMEMBERS, WELDS, LIFTING DEVICES)
13		SERVICE BRAKES	14		LEVELS, PEDALS, LINKAGE, CABLES, CONTROLS
14		PARKING / EMERGENCY BRAKES	15		STEERING OR LEANING WHEEL
15		SHOES, PISTONS, BANDS	16		STEERING GEAR ASSEMBLY
16		DRUMS, DISCS	17		BOOSTER STEERING ASSEMBLY
17		PEDALS, LINKAGE, CABLE, LINES AND FITTINGS	18		SWING LOCK
18		MASTER CYLINDER (POWER PACK) (SLAVE CYLINDER)	19		HYDRAULIC CYLINDERS (LEAKS, SEALS, DAMAGED)
19		AIR TANK	20		HYDRAULIC LINES AND CONNECTIONS (LEAKS, DAMAGE)
20		AIR VALVES, LINES, FITTINGS	21		MAST ASSEMBLY BOOM
21			22		GANTRY-SHEAVES, CABLES, PINS, LOCKS
22			23		SAFETY CHAINS
23			24		TRACK ASSEMBLY (PLATES, LINKS, BUSHINGS, PINS, IDLER, ROLLERS, SPRINGS, BUSHINGS)
F	S S	SKIDS / FRAME AND SUSPENSION	25		TRACK TENSION
			26		FIFTH WHEEL, TOW, HITCH, PINTLE, HOOK
1		FRAME (CRACKS, WELDS, ALIGNMENT)	27		YOKE ASSEMBLY
2		GUARDS AND OUTRIGGERS (CYLINDERS, HOSES)	28		TAILGATE, BOWL, HINGE PINS, EJECTOR, APRON
3		SPRINGS, EQUALIZERS, STABILIZERS	29		STOPLOCK SPRINGS
4		TIRES (PRESSURE, CONDITION)	30		CENTER PIN OR SLUDGEON
5		FRONT AXLE ASSEMBLY, WHEELS (BEARINGS, MOUNTS, BALL JOINTS)	31		AIR LINES AND CONNECTIONS
6		REAR AXLE ASSEMBLY, WHEELS (BEARINGS, MOUNTS, BALL JOINTS)	32		DUCT, DUCT HOUSING, CABLE ASSEMBLY
7		"A" FRAME OR YOKE, PUSH BEAMS	33		PLENUMS

G	S	ATTACHMENTS / BLADES / CUTTING EDGES (Check applicable block in lines 1 through 5)	H	S	PUMPS AND COMPRESSORS (CONTINUED)
1		<input type="checkbox"/> AUGER <input type="checkbox"/> BACKHOE <input type="checkbox"/> BLADES	12		CYLINDER HEADS (GASKETS, CRACKS, LEAKS)
2		<input type="checkbox"/> BUCKET <input type="checkbox"/> BUCKET MULTIPURPOSE <input type="checkbox"/> CLAMSHELL	13		CRANKCASE (LEAKS, OIL LEVEL)
3		<input type="checkbox"/> COMPACTOR VIBRATOR <input type="checkbox"/> DRAGLINE <input type="checkbox"/> FORKS	14		GAUGES (OIL, AIR)
4		<input type="checkbox"/> HAMMER IMPACT <input type="checkbox"/> WINCH <input type="checkbox"/> PILE DRIVER	15		UNLOADERS
5		<input type="checkbox"/> RIPPER <input type="checkbox"/> SCRAPERS <input type="checkbox"/>	16		LINE OILERS (CONNECTIONS, STRAINERS)
6		DRUMS, SHEAVES, CABLES, LEADS AND GUIDES	17		SPRINKLING SYSTEM (TANKS, LINES, MOUNTING)
7		CUTTING EDGES, CORNER SHOES, BOOTS, END BITS, TEETH	18		CONTROLS
8		SKIPPER SHAFT AND SAGOLE BLOCK ASSEMBLY	19		TOOLS / ACCESSORIES (PNEUMATIC TOOL OUTFIT)
9		TAGLINE, GANTRY, HAMMER LEADS, BLOCKS	20		
10		DRAWBAR, SCARIFIER, CIRCLE	21		
11		HYDRAULIC LINES / CYLINDERS	22		
12			I	S S	MOBILE ELECTRIC POWER GENERATING SOURCE (Complete engine and power unit section before proceeding)
13					
H	S	PUMPS AND COMPRESSORS WATER / HYDRAULIC / PNEUMATIC	1		GOVERNOR ASSEMBLY (MODULES, TERMINALS, ADJUSTMENTS, CONNECTORS)
	S		2		ALTERNATOR ASSEMBLY (BEARINGS, STARTER, ROTOR, DIODES, COOLING FAN, INTAKES, FLEXIBLE COUPLING)
1		RESERVOIR, TANK (LEAKS, CRACKS, WELDS, BREATHERS, FILTERS, STRAINERS)	3		ELECTRIC / ELECTRONIC WIRING HARNESSSES, CONNECTORS
2		PUMP (MOUNTING, HOUSING) OUTPUT ____ PSI ____ GPM	4		PLUG IN MODULES, LOAD CONTACTORS
3		RELIEF VALVES ____ PSI	5		PRINTED CIRCUIT BOARDS (CRACKS, DIRT, CONFORMAL COATING, COMPONENT MOUNTING)
4		CONTROL VALVES (LINKAGE, LEVERS) CUT IN PRESSURE ____ PSI CUT OUT PRESSURE ____ PSI	6		CONTROL CABINET (MOUNTS, CONNECTORS, COMPONENT MOUNTING)
5		VALVES (FLOW, CHECK)	7		PROTECTIVE CIRCUIT (OPERATION, TRIP POINT RANGES)
6		CYLINDERS (LEAKS, MOUNTING)	8		CABLES (REMOTE OPERATION, PARALLELING, CONNECTIONS)
7		HOSES AND CONNECTIONS (LEAKS, CRACKS)	9		HOUSING (SEALS, COMPARTMENTS, FASTENERS, MARKINGS)
8		FILTERS / STRAINERS	10		AUXILIARY WINTERIZATION KIT (COMPLETENESS, OPERATION)
9		SHAFT, COUPLING, BEARINGS	11		TERMINAL BOARD
10		IMPELLER, DIAPHRAGM	12		VOLTAGE REGULATOR
11		INTER COOLER, RELIEF VALVE ASSEMBLY, LINES	13		RELAYS

J	S S	REFRIGERATION / AIR CONDITIONING	L	S S	CHAIN AND POWER SAW (Complete engine and power unit section before proceeding)
1		COMPRESSOR	1		TABLE TILTING SCREW
2		BELTS, PULLEYS, SHEAVES	2		COLUMN BASE AND FRAME
3		METERING DEVICE	3		SPROCKET AND CHAIN (OILER)
4		EVAPORATOR COIL	4		SAW GUARDS
5		CONDENSER COIL	5		MITRE GAUGE
6		TEMPERATURE CONTROLS	6		BLADES (CONDITION)
7		SIGHT GLASS	7		STARTER RECOIL SYSTEMS
8		GASKET, DOOR	M	S	MARINE EQUIPMENT (Complete engine and power unit section before proceeding)
9		REFRIGERANT (SHORT, HIGH)		S	
10		LEAKS (OIL, REFRIGERANT)		1	
11		TIMER DEFROST		2	
12		VALVES (SERVICE, PRESSURE, REGULATING, SOLENOID, CHECK)		3	
13		RELAYS / CONTACTORS		4	
14		CONTROL BOX		5	
15		HOUSINGS		6	
16		STATOR / ROTOR / END BELLS / BEARINGS		7	
17		MOUNTINGS		8	
18		CAPACITORS		9	
19		ELECTRICAL SWITCHES AND CONNECTORS AND WIRING		10	
K	S S	WATER SUPPLY EQUIPMENT (Check Power Supply, Pumps first)	11		
			12		
1		CHLORINE, CYLINDER OR BAG CHLORINE (TEST FEED)	13		
2		PRESSURE REGULATOR (CHLORINE)	14		
3		VALVES AND STRAINERS	15		
4		FILTER SECTION	16		
5		TANKS	17		



# REVIEW

- **We have discussed the preparation instructions for the NAVMC 10560:**

# QUESTIONS?

**BREAK**

# **TACTICAL ENGINEER EQUIPMENT**

- **Use a NAVMC 10245 (ERO) in conjunction with the NAVMC 10560 to record all PMCS and CM performed & the NAVMC 10925 to request parts.**

# **GARRISON MOBILE EQUIPMENT**

- **Use a NAVMC 9-11200/3A (SRO) in conjunction with the NAVMC 10560 to record scheduled maintenance (SM) and corrective maintenance (CM) performed and parts used.**

# **FILING AND DISPOSITION**

- **When maintenance officer/chief verifies that all requirements listed in Section B have been transferred to the ERO/SRO, it will be destroyed.**
- **Retain when used in conjunction with an investigation.**
  - ✓ **When released, use it for corrective maintenance.**

# REVIEW

- **We have discussed the NAVMC 10560:**

# QUESTIONS?

# QUESTIONS TO YOU!!!

**Q. What is the purpose of the NAVMC 10560?**

**A. To provide a check list for performing & recording PMCS & LTI's to include Acceptance LTI, LTI's prior to major repair, at discretion of Engr.Equip. Officer/Chief, and a guide for performing ASCC's.**

# **NAVMC 10561**

## **PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER**

**NAVMC 10561**(REV. 4-95) (EF) SN: 0000-00-006-0205 U//: PD OF 100 (Previous editions may be used until stock is exhausted)

REMARKS:

**FOUND IN TM 4700-15/1H, PG. 2-4-1**

# PURPOSE

- **To systematically schedule and record 2nd echelon and higher PMCS on Marine Corps ground equipment.**
  - ▢ **Units are authorized to use automated programs only when information duplicates the NAVMC 10561.**

# RESPONSIBILITIES

- **Scheduling of PMCS rests on the equipment officer/chief or appointed individual.**
  - ✓ **Commanders will establish an interval of no less than annually when no interval is listed in the equipment's tech publications.**
- **PMCS beyond 1<sup>st</sup> EOM need not be accomplished or scheduled if no requirement for 2<sup>nd</sup> EOM or higher is listed in the technical publication, or no pub exists.**
- **Scheduling of 2<sup>nd</sup> EOM or higher PMCS does not relieve the unit of its responsibility to perform 1<sup>st</sup> EOM PMCS.**

# **RESPONSIBILITIES CONT.**

- **Care must be taken to ensure workload is staggered.**
- **Schedule PMCS no more frequently than monthly**
- **Multiple commodity equipment is considered as an individual item when scheduling and performing.**
  - **End Item Responsible Officer will coordinate PMCS between various maintenance activities to allow for operational availability for unit commander.**

# **RESPONSIBILITIES**

## **CONT.**

- **Maintain at least:**
  - ✓ **One active scheduled interval.**
  - ✓ **One interval under preparation.**
    - **Used to schedule the next PMCS.**
- **Completed PMCS, schedule one year out for next PMCS.**
- **Additional years can be maintained.**

# REVIEW

- **We have discussed the NAVMC 10561:**
  - ✓ **Purpose**
  - ✓ **Associated responsibilities**

# QUESTIONS?

**BREAK**

**Get out your  
NAVMC 10561 so  
we can discuss  
preparation  
requirements.**

# PREPARATION

- **MODEL/USMC NO.** Enter Model and Serial Number of equipment.
- ✓ Schedule and perform equipment with more than one TAMCN concurrently.
  - I.E. End Item (D7G) & Attachment (Model 57 Winch) to maintain a matched schedule the end item may have the attachment listed on the following line.
- ✓ Skip a line between types of equipment.

# PREPARATION

- **YEAR.** Enter the calendar year.
- **MONTH.** Enter appropriate symbol.
  - ✓ Use ink for completed entries.
  - ✓ Use pencil for scheduled PMCS.
  - ✓ Do not erase penciled entries made prior to completion of PMCS.
  - ✓ Completed during scheduled month trace over with ink.
  - ✓ PMCS completed other than originally scheduled, enter symbol in ink.

# BE ADVISED OF THESE NOTES.

- **TM 4700-15/1\_, Chapter 3, Pg. 3-1-3 contains more information concerning the 10561.**
  - ✓ **Para. (23)(c)2b** states, a completed Hourly PMCS's will be enter by using an inked "H"
  - ✓ **Para. (23)(c)2c** states, equipment that fails to receive a 2<sup>nd</sup> EOM or higher Hourly PMCS within one year will receive an Annual Safety/Condition Check (ASCC).

# BE ADVISED OF THESE NOTES.

- ✓ **Para. (23)(c)d** states, perform an ASCC at least once a year, NAVMC 10560 will be used as a guide.
- ✓ **Para. (23)(c)d(1)** states, a completed 2<sup>nd</sup> EOM or higher hourly PMCS fulfills the ASCC requirement.
- ✓ **Para. (23)(c)d(2)** states, upon completion of an Hourly PMCS, reschedule the ASCC 1 year from the completed Hourly PMCS.

# BE ADVISED OF THESE NOTES.

- ✓ **Para. (23)(c)d(3)** states, completion of the ASCC, using an inked “A”, schedule the next ASCC in a penciled “A”.
- ✓ **Para. (23)(c)d(4)** states, when the ASCC is required within 50 hours of the next scheduled 2<sup>nd</sup> EOM or higher Hourly PMCS, every effort will be made to conduct both requirements during the ASCC.

# PREPARATION

- **Remarks.** Enter a justification for any PMCS that was not completed as originally scheduled.
  - ✓ These are done in pencil.
- **Automated Forms.**
  - ✓ Upper case characters will represent inked entries.
  - ✓ Lower case characters will represent penciled entries.

**NAVMC 10561** (REV. 4-95) (EF) SN: 0000-00-006-0205 U/I: PD OF 100 (Previous editions may be used until stock is exhausted)

REMARKS:
ANNUAL PM PULLED LATE DUE TO OPERATIONAL COMMITM

# NAVMC 10561

- **FILING.** Maintain current (active) 10561 with the equipment custodian or as directed by the commanding officer.

# NAVMC 10561

## ➤ **DISPOSITION.**

- ✓ **Retain 10561 that has all required PMCS completed for a minimum of one year.**
- ✓ **2 years for biennial PMCS (Motor Transport)**
- ✓ **Units that have limited qty. may list items for subsequent years.**
- ✓ **Units using automated systems may retain printouts.**

# REVIEW

- **We have discussed the NAVMC 10561.**

# QUESTIONS?

# QUESTIONS TO YOU!

**Q . What is the purpose of the NAVMC 10561?**

**A . To systematically schedule and record 2<sup>nd</sup> EOM and higher PMCS's on Marine Corps Ground Equipment and their attachments.**

# QUESTIONS TO YOU!

**Q . Does 1<sup>st</sup> EOM need to be recorded  
on the NAVMC 10561?**

**A . No.**

# **DEMONSTRATION**

**(NAVMCs 696D, 10524, 10560, & 10561)**

**BREAK!!!**

# **PRACTICAL APPLICATION**

# REVIEW

- **During this period you made entries of required information on NAVMCs:**
- ✓ **696D**
  - ✓ **10524**
  - ✓ **10560**
  - ✓ **10561**

# QUESTIONS?

**BREAK!!!**

**NAVMC 10245**

**EQUIPMENT REPAIR  
ORDER  
(ERO)**

**TM 4700-15/1, Ch 2,  
Pg. 2-2-1**

# PURPOSE

- **To request:**
  - ✓ **Modifications.**
  - ✓ **Calibration.**
  - ✓ **CM**
  - ✓ **PMCS's**
  - ✓ **LTI's.**
    - **On all ground equipment.**
- **Record and report all maintenance performed**
- **Transmit work to higher levels of support**
- ▢ **Use in all instances where maintenance resources, repair parts, or Sec Reps are required.**

# PURPOSE CONT.

- **Not required for the following:**
  - ✓ **Total labor < 0.3 Hours.**
  - ✓ **Total parts < \$25.00, and parts do not have to be ordered.**
- **Not used for first echelon or fifth echelon.**
  - ✓ **Will be used to request maint. For 2<sup>nd</sup> through 4<sup>th</sup>.**
  - ✓ **First echelon will use in conjunction with a EROSL to to order SL-3 IAW prescribed procedures.**

# PURPOSE CONT.

- **2<sup>nd</sup> EOM ERO is optional for the following:**
  - ✓ **Transmitting TMDE into the Cal. Lab.**
  - ✓ **Transmitting work to 3<sup>rd</sup> & not authorized 2<sup>nd</sup> or supported by a 2<sup>nd</sup> maintenance shop.**
  - ✓ **Units are however whether preparing a 2<sup>nd</sup> ERO or not.**
    - **Required to establish a 2nd EOM record in MIMMS for EVAC of work for Calibration.**

# PURPOSE CONT.

- **MSC MMSOP must have procedures for units that are not using a 2<sup>nd</sup> EOM ERO.**

# RESPONSIBILITIES

- **Preparing Activity.** (User, owner, or custodian)
  - ✓ Is responsible for the initial preparation to include the heading and description of work.
  - ✓ The items marked with a (#) will be completed by the preparing activity during the initial preparation.
  - ✓ “Description of Work” requires entries by both the preparing and maintenance activities.

# RESPONSIBILITIES

# S

## ➤ Maintenance Unit.

- ✓ Maint. Activity will receipt for equip. by completing the “Accepted By”, “Date” and “ERO No”.
- ✓ Maint. section will enter work performed as actions are completed and close out the ERO.
- ✓ If item is evacuated to a higher EOM, the maint. section will complete those items required by the preparing activity. ERO No. will go in the “Request No/Old ERO No.”

# ERO COMPOSITION

- **White copy. Original**
- **Pink copy. Administrative copy**
- **Green copy. Maintenance copy.  
(mechanics working copy)**
- **Yellow copy. Is the owning units copy  
when equipment is at the  
maintenance shop.**

**GET YOUR NAVMC  
10245 OUT SO WE  
CAN DISCUSS  
PREPARATION  
REQUIREMENTS**

# **ERO FORMAT**

- **Numbers in the ERO header blocks correspond to card columns for the “O” card except for the last line, these numbers pertain to card columns for the “T” or “3” card.**
- **Blocks at the bottom pertain to the card columns for a “9” card.**

# NOTES

- **UM-4790-5, Ch. 6** explains the different types of transactions in MIMMS/AIS.
- **“T” Transaction** is only used by the Intermediate Maint. shops.
  - ✓ Provides an ERO chain & transfers from an existing ERO to a new ERO when EVAC'd to higher levels of Maint.

# NOTES

- **“3” Transaction**, used to manually enter and correct the NSN, TAMCN, Nomen., or WSC.
- **“9” Transaction**, used to close out a ERO record.











ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)				OFF		ORGANIZATION DOING REPAIRS										DEST. AC				
REQUEST NO./OLD ERO NO.						OCD				EDH				SERIAL NUMBER										JOB TO				QTY		RDO		OWNING ORGANIZATION														
OWNER AC						21 22 23 24 25				26 27 28 29 30				31 32 33 34 35										36 37 38 39 40				41 42 43																		
AUTHORIZED BY (SIGNATURE)						DATE				DEFECT										PR				ID NUMBER						NOMENCLATURE																
CATEGORY CODE (CIRCLE ONE)						1691				JOB STAT				JON																SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)						
DISPOSITION/REFERENCE						OWNER'S PHONE NO.				SEC REP NSN																REMARKS																				
CARD TYPE (CIRCLE ONE)						NSN OF ITEM				OR				T-DRS										WSC						NOMENCLATURE										TAM CN/ID NO.						
ITEM NO.						DESCRIPTION OF WORK				LABOR (HOURS)				MECHANIC (SIGNATURE)										STATUS				CODE		STATUS DATE		NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY		COST		

## # ORGANIZATION DOING REPAIRS

Name of unit doing the repairs.  
May be left blank, when the Maint. Section is also the owner, or EVAC'd to higher EOM and Destination AC is Entered on the ERO.

CIV. LABOR CHG.						NON-SASSY PARTS CHG.						DATE CLOSED						MIL. LABOR HRS.						CLOSE STAT		NO. UNSER		EOTC		PRIMARY METER READING																																																																													
14 15 16 17 18 19						20 21 22 23 24 25 26 27						28 29 30 31						32 33 34 35 36						37 38		39 40		41 42		43 44 45 46 47																																																																													
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48 49 50 51 52 53 54 55 56 57												58 59 60 61 62 63 64 65 66 67												68 69 70 71 72 73 74 75 76 77																																																																																			
INSPECTED BY (SIGNATURE)																		DATE												OWNER NOTIFIED (NAME)												DATE												DELIVERED TO (SIGNATURE)												DATE																																									

EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0109-LF-083-2900 U/I: PG OF 100 SE

**# DEST. AC (Destination Activity Code)**  
**Enter the AAC when evacuated,**  
**otherwise leave blank. Enter 66666 for**  
**a civilian agency.**

**# REQUEST NO/OLD ERO NO, enter the ERO# assigned when being EVAC HECH. Cat. "C", use end items ERO#.**

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																																																					
REQUEST NO./OLD ERO NO.										ECH										SERIAL NUMBER										JOB TO										QTY										RCD										OWNING ORGANIZATION																																																																					
OWNER AC										21 22 23 24										25										26 27 28 29 30										31 32 33 34 35										36 37 38 39 40 41										42 43																																																																					
OWNER AC										AUTHORIZED SIGNATURE										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																																																					
44 45 46 47 48										CATEGORY CODE (CIRCLE ONE)										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																																															
H N P X C D O F K S										61 62 63 64 65 66 67 68 69 70										71 72 73 74 75 76 77																																																																																																													
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																																																			
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																																																					
T P LP MAU										7 8 9 10 11										12 13 14 15										16 17 18 19										20 21 22 23 24 25 26 27 28 29 30										31 32 33 34 35 36 37 38 39 40																																																																															
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST																																							

**# DCD (Deadline Control Date), enter the actual Julian date the equipment went deadline. Cat code "M" requires a DCD, "P" only if deadline. "M" is for MARES Reportable equip., which will be listed in the current edition of the McBul 3000.**

CIV. NO.										ON-SALE										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSEEN										EOTC										PRIMARY METER READING																													
14																																																																																																			
TASK DATA FIELDS																																																																																																			
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																			
48 49 50 51 52 53 54 55 56 57										58 59 60 61 62 63 64 65 66 67										68 69 70 71 72 73 74 75 76 77																																																																															
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	

EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0108-LF-083-2800 U/I: PG OF 100 SE

**# ECH enter the EOM that will be Performing the maintenance, (1,2,3,or 4). EOM of "1" will be used when the Cat Code is "S" when ordering SL-3 components.**

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										ORF										ORGANIZATION DOING REPAIRS										DEST. AC																																																																																																																																																																																																																																																																																																																																									
REQUEST NO./OLD ERO NO.										OCD										ECH										SERIAL NUMBER										QTY										RCC										ORNING ORGANIZATION																																																																																																																																																																																																																																																																																																																																									
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CATEGORY CODE (CIRCLE ONE)										1601										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																																																																																																																																																																																																																																																																																																																			
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																																																																																																																																																																																																																																																																																																																							
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-DRS										WSC										NOMENCLATURE										TAM CN/D NO.																																																																																																																																																																																																																																																																																																																																									
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**# SERIAL NUMBER enter the serial# from the data plate. Use the last 10 Characters including symbols. Will be right justified. I.E. 522521, 1<sup>st</sup> digit of "5" will be in CC 30, and the last digit of "1" will be in CC 35. Eliminate spaces. Batch ERO, enter a "0" in CC 35 and list the serial numbers in the "Description of Work" field.**

DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																																																																																																																																																																																																																											
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INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																																																																																																																																																																																																																									

# **SERIAL NUMBER NOTES**

- **Equipment with no Serial Number assigned, a local serial number will be assigned.**
- ✓ **This will be completed by the unit supply section per the UM-4400-124.**
  - **(Pg. 3-2-9, Para 2.6.a(4)) - No USMC number, then the manufacturer's serial number will be used.**

# **SERIAL NUMBER NOTES**

- **UM 4400-124, Pg. 3-2-17, Para 2.14, states major end item serial numbers will be unique. If a serial number cannot be identified, the number will be comprised of the last 5 digits of the RUC plus 3 numbers.**
- ✓ **25-Ton Clamshell; the serial number could read as 54063001.**



ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																							
REQUEST NO./OLD ERO NO.										CCD										ECH										SERIAL NUMBER										JOB NO.										QTY										CC										OWNING ORGANIZATION																													
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																							
CATEGORY CODE (CIRCLE ONE)										ISSI										JOB STAT										JON																				SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																							
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																							
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

# Qty the number of equipment to be repaired, right justified last number will appear in CC 39.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSEN										EOTC										PRIMARY METER READING																			
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31										32 33 34 35 36										37 38										39 40										41 42 43 44 45 46 47																													
TASK DATA FIELDS																																																																																									
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50 51 52 53										54 55 56 57										58 59 60 61 62 63										64 65 66 67										68 69 70 71 72 73										74 75 76 77																																							
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							

ERO NO. 2 5 4 6 8						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW						ACCEPTED BY (SIGNATURE)						DATE (DRS)		OFF		ORGANIZATION DOING REPAIRS						DEST. AC 12 13 14 15 16				
REQUEST NO./OLD ERO NO.						CCD		ECH		SERIAL NUMBER						JOB NO		QTY		RDD		OWNING ORGANIZATION										
OWNER AC						21 22 23 24 25		26 27 28 29 30		31 32 33 34 35		36 37 38		39 40 41 42 43		44 45 46 47 48		NOMENCLATURE														
CATEGORY CODE (CIRCLE ONE)						1601		JOB STAT		JON		49 50 51 52 53 54 55 56 57 58 59		60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77		HOP SECT		RELEASED FROM INVESTIGATION (SIGNATURE)														
DISPOSITION-REFERENCE						OWNERS PHONE NO.		SEC REP NSN		REMARKS																						
CARD TYPE (CIRCLE ONE)						NSN OF ITEM		OR		T-ORIS		WSC		NOMENCLATURE						TAM CN/ID NO.												
T P LP MAU 3						7 8 9 10 11		12 13 14 15		16 17 18 19		20 21		22 23 24 25 26 27 28 29 30 31 32 33 34 35						36 37 38 39 40												

**# RDD (Required Delivery Date)**

CIV. LABOR CHG.						NON-SASSY PARTS CHG.						DATE CLOSED						MIL. LABOR HRS.						CLOSE STAT		NO. UNSEN		EOTC		PRIMARY METER READING																																																																													
14 15 16 17 18 19						20 21 22 23 24 25 26 27						28 29 30 31						32 33 34 35 36 37 38						39 40		41		42 43 44 45 46 47																																																																															
TASK DATA FIELDS																																																																																																											
DEFECT 1												TASKS												MAN-HOURS												DEFECT 2												TASKS												MAN-HOURS												DEFECT 3												TASKS												MAN-HOURS											
48 49 50 51 52 53 54 55 56 57												58 59 60 61 62 63 64 65 66 67												68 69 70 71 72 73 74 75 76 77																																																																																			
INSPECTED BY (SIGNATURE)												DATE												OWNER NOTIFIED (NAME)												DATE												DELIVERED TO (SIGNATURE)												DATE																																															

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)				OFF				ORGANIZATION DOING REPAIRS										DEST. AC				
REQUEST NO./OLD ERO NO.						OCC				ECH				SERIAL NUMBER										JOB TO		QTY		RCD		OWNING ORGANIZATION																		
OWNER AC						21 22 23 24 25				26 27 28 29 30				31 32 33 34 35				36 37 38 39 40		41 42 43																												
AUTHORIZED BY (SIGNATURE)						DATE				DEFECT				PR				ID NUMBER				NOMENCLATURE																										
CATEGORY CODE (CIRCLE ONE)						1601				JOB STAT				JON										SHOP SECT										RELEASED FROM INVESTIGATION					SIGNATURE									
DISPOSITION-REFERENCE						OWNERS PHONE NO.				SEC REP NSN																						REMARKS																
CARD TYPE (CIRCLE ONE)						NSN OF ITEM				OR				T-ORIS				WSC						NOMENCLATURE										TAM CN/ID NO.														
ITEM NO.						DESCRIPTION OF WORK				LABOR (HOURS)				MECHANIC (SIGNATURE)				STATUS		CODE		STATUS DATE		NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY		COST												

**# Owning Organization** Enter the name of the unit that is accountable, if being prepared by a supported unit, they enter their org. since they are the using unit. May be left blank.

CIV. LABOR CHG.						NON-SASSY PARTS CHG.						DATE CLOSED						MIL. LABOR HRS.						CLOSE STAT		NO. UNSEN		EOTC		PRIMARY METER READING																																																											
14 15 16 17 * 18 19						20 21 22 23 24 25 * 26 27						28 29 30 31						32 33 34 35 * 36						37 38		39 40		41 42		43 44 45 46 47																																																											
TASK DATA FIELDS																																																																																									
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50 51 52 53										54 55 56 * 57										58 59 60 61 62 63										64 65 66 * 67										68 69 70										71 72 73										74 75 76 * 77																													
INSPECTED BY (SIGNATURE)															DATE															OWNER NOTIFIED (NAME)															DATE															DELIVERED TO (SIGNATURE)															DATE														



# REVIEW

- We have discussed NAVMC 10245:
  - ✓ Purpose
  - ✓ Associated responsibilities
  - ✓ Composition
  - ✓ Format
  - ✓ Preparation instructions

# QUESTIONS?

# QUESTIONS TO YOU!

**Q . What is the yellow copy of the NAVMC 10245 (ERO) used for?**

**A . It is owning units receipt while the equipment is in maintenance.**

# QUESTIONS TO YOU!

**Q . When is a Deadline Control Date (DCD) required on the ERO?**

**A . When the piece of equipment is deadlined. (Cat Codes of "M" or "P") .**

**BREAK!!!**

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																							
REQUEST NO./OLD ERO NO.										CCD										ECH										SERIAL NUMBER										JOB TO										QTY										RCD										OWNING ORGANIZATION																													
OWNER AC										21 22 23 24 25 26 27 28 29 30										31 32 33 34 35 36 37 38 39 40 41 42 43										EFFECTY										PR										ID NUMBER										NOMENCLATURE																																							
CATEGORY CODE (CIRCLE ONE)										AUTHORIZED BY (SIGNATURE)										DATE										9 10 11 12 13 14 15 16 17 18 19										20 21 22 23 24 25 26 27 28 29 30										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																							
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T. HRS										WSC										NOMENCLATURE										TAM CN/ID NO.																																							
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

**# Authorized By (Signature) and Date**  
 individual authorizing the work at the  
 preparing activity signs, entry of the  
**Date** may be left blank.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSE										EOTC										PRIMARY METER READING																			
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31										32 33 34 35 36										37 38										39 40										41										42 43 44 45 46 47																			
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INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							

# **AUTHORIZED BY (SIGNATURE)**

- **CO's may personally authorize or delegate in writing for specific personnel who can sign UND "A".**
- **If upgrade is required & original signer is not authorized for the upgrade the new Priority and Date will go in the Description of Work block. The person authorizing the upgrade will sign in the Mechanics Signature field.**

# CLARIFICATION

- **CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 15 MAY 06. Encl. (3) Clarification of notice 3-99**
- **ERO's should be opened for the LTI of equipment under investigation, and the equipment can be run as dead lined with a final job status of "INV PRGS" The intent of the TM is to not perform any corrective maintenance until equipment is released from investigation.**

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DDMMYY)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																																	
REQUEST NO./OLD ERO NO.										OCD										ECH										SERIAL NUMBER										JOB NO										QTY										POD										OWNING ORGANIZATION																																							
OWNER AC										21 22 23 24 25										26 27 28 29 30										31 32 33 34 35										36 37 38 39 40										41 42 43																																																											
AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										ID NUMBER										NOMENCLATURE																																																																					
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DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																															
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																																	
T										P LP MAU										3										7 8 9 10 11										12 13 14 15										16 17 18 19										20 21 22 23 24										25 26 27 28 29										30 31 32 33 34										35 36 37 38 39										40									

**# Defect enter the code that best describes the maintenance action. Optional for units not supported by MIMMS AIS.**

**Defect Codes will be located in the UM-4790-5 Ch. 24, Pg 24-3.**

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSEN										EOTC										PRIMARY METER READING																			
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31										32 33 34 35 36										37 38										39 40										41										42 43 44 45 46 47																			
TASK DATA FIELDS																																																																																									
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50										51 52 53										54 55 56 57										58 59 60 61 62 63										64 65 66 67										68 69 70										71 72 73										74 75 76 77																			
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							



ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																													
REQUEST NO./OLD ERO NO.										OCC										ECH										SERIAL NUMBER										JOB TO										QTY										RCD										OWNING ORGANIZATION																			
OWNER AC										21 22 23 24 25										26 27 28 29 30 31 32 33 34 35										36 37 38 39 40 41 42 43																																																											
AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																							
CATEGORY CODE (CIRCLE ONE)										1601										JOB STAT										JON																														RELEASED FROM INVESTIGATION (SIGNATURE)																													
DISPOSITION-REFERENCE										OWNERS PHONE NO.										SEC REP NSN																														REMARKS																																							
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																													
T										16 17 18 19 20										21 22 23 24 25 26 27 28 29 30 31 32 33 34 35										36 37 38 39 40																																																											

**# ID Number Enter the ID Number of the equipment undergoing maintenance.**

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSER										EOTC										PRIMARY METER READING																			
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31										32 33 34 35 36										37 38										39 40										41 42 43 44 45 46 47																													
<b>TASK DATA FIELDS</b>																																																																																									
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50 51 52 53										54 55 56 57										58 59 60 61 62 63										64 65 66 67										68 69 70 71 72 73										74 75 76 77																																							
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							

# **ID NUMBER**

- **Cat. Code “O” ERO’s, ID number will be the same as the first letter of the commodity area TAM.**
- **Cat. Code F, H, & D, 3 Trans will be submitted (Nomen), this is to assist in determining item undergoing repair.**
- **Cat. Code C, & K, 3 Trans will be submitted indicating Nomen. Of actual component.**





# CAT. CODES

- **“M”** MARES Reportable, D/L, requiring critical repairs.
  - ✓ McBul 3000 contains all MARES equip.
- **“N”** MARES or Non-MARES requiring non- critical maintenance.
- **“P”** Non-MARES, D/L or D/G, requiring critical repairs .

# CAT. CODES

- **“X”** MARES reportable, requiring critical repairs, does not D/L, but does degrade its operational capability.
- **“C”** Component of an end item which D/L or precludes end item from operating at its full capacity.

# CAT. CODES

- **“D”** Depot level SecReps requiring repairs.
- **“O”** Shop Overhead, PEB items.
- **“F”, “H”** Field level SecReps requiring repairs.
- **“K”** Calibration
- **“S”** SL-3 components for end items.
  - ✓ Components D/L's use codes “M” or “P”.

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																							
REQUEST NO./OLD ERO NO.										CCD										ECH										SERIAL NUMBER										JOB TO										QTY										RCD										OWNING ORGANIZATION																													
OWNER AC										21 22 23 24 25										26 27 28 29 30										31 32 33 34 35										36 37 38 39 40 41										42 43																																																	
AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																																	
CATEGORY CODE (CIRCLE ONE)										1601										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																	
DISPOSITION-REFERENCE										44 45 46 47 48										49 50 51 52 53 54 55 56 57 58 59										60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										WSC										NOMENCLATURE										TAM CN/ID NO.																																																	
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

61 62



**Job Stat**

(Status) describes the

maintenance status, optional for non MIMMS  
AIS supported units.

Job Status codes can be found in the  
UM-4790-5, Ch 24, Pg 24-5.

CIV. LABOR CHG.										NON-SASSY PARTS										DATE CLOSED										TSL. LABOR CHG.										CLOSED STATUS										PRIMARY METER READING																																							
14 15 16 17 18 19										20 21 22 23 24 25										26 27 28 29 30										31 32 33 34 35										36 37 38 39 40 41										42 43 44 45 46 47																																							
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50 51 52 53 54 55 56 57										58 59 60 61 62 63 64 65 66 67										68 69 70 71 72 73 74 75 76 77																																																																					
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							



EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0109-LF-083-2800 U/I: PG OF 100 SE

**Shop Sect** describes the commodity maintenance shop performing the work. Optional for non MIMMS AIS units.

**Found in the UM-4790-5, Ch 24,**











EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0109-LF-083-2800 U/I: PG OF 100 SE

**Card Type (Circle One) Maintenance**  
**all circle a "T" or a "3" to indicate**  
**the desired additional transaction.**

EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0036-LF-083-2800 U/I: PG OF 100 SE

**is a required entry.**



ERO NO. 2 5 4 6 8						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW						ACCEPTED BY (SIGNATURE)						DATE (DRS) 7 8 9 10				OFF				ORGANIZATION DOING REPAIRS				DEST. AC 12 13 14 15 16					
REQUEST NO./OLD ERO NO.						CCD				ECH				SERIAL NUMBER						JOB TO				QTY				RCD				OWNING ORGANIZATION			
OWNER AC						21 22 23 24 25				26 27 28 29 30				31 32 33 34 35				36 37 38 39 40 41				42 43													
AUTHORIZED BY (SIGNATURE)						DATE				DEFECT				PR				ID NUMBER				NOMENCLATURE													
44 45 46 47 48														49 50 51 52 53 54 55 56 57 58 59																					
CATEGORY CODE (CIRCLE ONE) H N P X C D O F K K S						JOB STAT				JON												SHOP SECT				RELEASED FROM INVESTIGATION (SIGNATURE)									
DISPOSITION-REFERENCE						OWNER'S PHONE NO.				SEC REP NSN												REMARKS													
CARD TYPE (CIRCLE ONE) T P LP MAU 3						NSN OF ITEM				OR				T-DRS				WSC				NOMENCLATURE				TAM CN/ID NO.									
16 17 18 19 20						7 8 9 10 11				12 13 14 15				16 17 18 19 20				21 22 23 24 25 26 27 28 29 30				31 32 33 34 35 36 37 38 39 40													

**WSC (Weapon System Code) When applicable, Maint will enter the WSC for a "T" Trans. Cat. Code "C" use end item WSC.**

**Found in the current edition of the McBu1 3000.**

14 15 16 17 * 18 19 20 21 22 23 24 25 * 26 27 28 29 30 31 32 33 34 35 * 36 37 38 39 40 41 42 43 44 45 46 47																																																																																																											
TASK DATA FIELDS																																																																																																											
DEFECT 1												TASKS												MAN-HOURS												DEFECT 2												TASKS												MAN-HOURS												DEFECT 3												TASKS												MAN-HOURS											
48 49 50 51 52 53 54 55 56 * 57 58 59 60 61 62 63 64 65 66 * 67 68 69 70 71 72 73 74 75 76 * 77																																																																																																											
INSPECTED BY (SIGNATURE)																DATE				OWNER NOTIFIED (NAME)																DATE				DELIVERED TO (SIGNATURE)																DATE																																																			



EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0108-LF-083-2800 U/I: PG OF 100 SE

ORIGINAL

# REVIEW

- We have discussed preparation instructions for the NAVMC 10245.

# QUESTIONS?

# QUESTIONS TO YOU!

**Q . Where can you find the definitions of all the defect codes on the ERO?**

**A . UM-4790-5, Chapter 24, Pg. 24-3.**

# QUESTIONS TO YOU!

**Q . Which Category Code will be circled for an item of equipment that is not MARES reportable, but is degraded?**

**A . P (WITHOUT A DCD!!)**

**BREAK!!!**





# DESCRIPTION OF WORK

- Entry of the Defect Codes is also required for each task entered, I.E. (\_52), (X34), or (M07).
- Defect Codes will not be used for each individual task for a PMCS ERO.
- Priority upgrades, Signature and Date, Signature will go in the Mechanic (signature) field. Line out original signature.





ERO NO. 2 5 4 6 8										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS) 7 8 9 10					OFF					ORGANIZATION DOING REPAIRS										DEST. AC 12 13 14 15 16									
REQUEST NO./OLD ERO NO.										OCC 21 22 23 24 25					ECH					SERIAL NUMBER 26 27 28 29 30 31 32 33 34 35										JOB TO 36 37 38 39 40 41					QTY					RDC					OWNING ORGANIZATION														
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECTY					PR					ID NUMBER										NOMENCLATURE									
44 45 46 47 48										CATEGORY CODE (CIRCLE ONE) H N P X C D O F K K S										JOB STAT					JCN					SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																			
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																													

CARD TYPE (CIRCLE ONE) T P LP MAU 3										NSN OF ITEM					OR					T-ORIS					WSC					NOMENCLATURE										TAM CN/ID NO.									
16 17 18 19 20										7 8 9 10 11					12 13 14 15					16 17 18 19 20 21					22 23 24 25 26 27 28 29 30 31 32 33 34 35					36 37 38 39 40																			

**Status** enter changes as they occur, I.E. SHT PART, RPR PRGS.

Not required to enter every change as they occur during the same day.

NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31 32 33 34 35 36 37 38 39 40										41 42 43 44 45 46 47										48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77										78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99																																																	
CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSEN										EOTC										PRIMARY METER READING																													
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31 32 33 34 35 36 37 38 39 40										41 42 43 44 45 46 47										48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77										78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99																																																	
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																			
48 49 50 51 52 53 54 55 56 57										58 59 60 61 62 63 64 65 66 67										68 69 70 71 72 73 74 75 76 77										78 79 80 81 82 83 84 85 86 87										88 89 90 91 92 93 94 95 96 97										98 99																																																	
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)				OFF		ORGANIZATION DOING REPAIRS										DEST. AC				
REQUEST NO./OLD ERO NO.						CCD				ECH				SERIAL NUMBER										JOB TO		QTY		RCD		OWNING ORGANIZATION																
OWNER AC						21 22 23 24 25				26 27 28 29 30				31 32 33 34 35				36 37 38 39 40		41 42 43																										
AUTHORIZED BY (SIGNATURE)						DATE				DEFECTY				PR				ID NUMBER				NOMENCLATURE																								
44 45 46 47 48						CATEGORY CODE (CIRCLE ONE)				JOB STAT				JON				SHOP SECT				RELEASED FROM INVESTIGATION (SIGNATURE)																								
DISPOSITION-REFERENCE						OWNER'S PHONE NO.				SEC REP NSN				REMARKS																																
CARD TYPE (CIRCLE ONE)						NSN OF ITEM				OR				T-ORIS				WSC				NOMENCLATURE										TAM CN/ID NO.														
ITEM NO.						DESCRIPTION OF WORK				LABOR (HOURS)				MECHANIC (SIGNATURE)				STATUS				CODE				STATUS DATE				NON-SASSY PARTS NOMEN. NSN OR PART NO.				QTY				COST								
14 15 16 17 18 19						20 21 22 23 24 25				26 27 28 29 30 31				32 33 34 35 36				37 38 39 40				41 42 43 44 45 46 47																								
CIV. LABOR CHG.						NON-SASSY PARTS CHG.				DATE CLOSED				MIL. LABOR HRS.				LOSS STAT				NO. UNSEN				EOTC				PRIMARY METER READING																
14 15 16 17 18 19						20 21 22 23 24 25				26 27 28 29 30 31				32 33 34 35 36				37 38 39 40				41 42 43 44 45 46 47																								
DEFECT 1						TASKS				MAN-HOURS				DEFECT 2				TASKS				MAN-HOURS				DEFECT 3				TASKS				MAN-HOURS												
48 49 50 51 52 53						54 55 56 57				58 59 60 61 62 63				64 65 66 67				68 69 70 71 72 73				74 75 76 77																								
INSPECTED BY (SIGNATURE)						DATE				OWNER NOTIFIED (NAME)				DATE				DELIVERED TO (SIGNATURE)				DATE																								

**Code** Enter the code that corresponds with the Status entered to the left.

Entries are mandatory/optional









ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																													
REQUEST NO./OLD ERO NO.										CCD										ECH										SERIAL NUMBER										JOB TO										QTY										RCD										OWNING ORGANIZATION																			
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																													
CATEGORY CODE (CIRCLE ONE)										ISSI										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																							
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																											

CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																																																																																																																																																																																																																																																																																																																									
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ITEM NO.	DESCRIPTION OF WORK	LABOR (HOURS)	MECHANIC (SIGNATURE)	STATUS	CODE	STATUS DATE	NON-SASSY PARTS NOMEN. NSN OR PART NO.	QTY	COST
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**Date Closed** Enter the Julian date when the equipment was returned to the owning unit.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										ML LABOR HRS.										CLOSE STAT										NO. UNSEN										EOTC										PRIMARY METER READING																																																																																																																																																																																																																																																																													
14										15										16										17										18										19										20										21										22										23										24										25										26										27										28										29										30										31										32										33										34										35										36										37										38										39										40										41										42										43										44										45										46										47									

DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																																																																																																																																																																																																																											
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INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																																																																																																																																																																																																																									







**EOTC** enter the appropriate EOTC.  
“M” = Miles  
“H” = Hours  
“D” = Days  
“R” = Rounds

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																							
REQUEST NO./OLD ERO NO.										CCD										ECH										SERIAL NUMBER										JOB NO										QTY										POD										OWNING ORGANIZATION																													
OWNER AC										21 22 23 24 25										26 27 28 29 30 31 32 33 34 35										36 37 38 39 40 41 42 43										NOMENCLATURE																																																											
AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																																	
CATEGORY CODE (CIRCLE ONE)										1601										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																	
DISPOSITION-REFERENCE										OWNERS PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																							
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									
CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																													
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																			
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	



# Primary Meter Reading

- **UM-4790-5, Ch. 24, Pg 24-41, Master Equipment File (MEF) Error Codes, error code “a”, Para. (b).**
- **When the EOT Indicator has been replaced one of the defect codes must be X34.**

ERO NO. 2 5 4 8 6	SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW	ACCEPTED BY (SIGNATURE)	DATE (DRS) 7 8 2 10	OFF	ORGANIZATION DOING REPAIRS	DEST. AC 12 13 14 15 16
REQUEST NO./OLD ERO NO.	CCD	ECH	SERIAL NUMBER	JOB TO	QTY	RCD
OWNER AC	21 22 23 24 25	26 27 28 29 30	31 32 33 34 35	36 37 38 39 40	41 42 43	
AUTHORIZED BY (SIGNATURE)	DATE	DEFECT	PR	ID NUMBER	NOMENCLATURE	
44 45 46 47 48		49 50 51 52 53	54 55 56 57 58	59 60		
CATEGORY CODE (CIRCLE ONE)	ISSI	JOB STAT	JON	SHOP SECT	RELEASED FROM INVESTIGATION (SIGNATURE)	

**Task Data Fields** (Defect 1, 2, 3) Enter the defect codes, this provides history. When more than three defects are corrected the three most prominent ones will be entered. EOT Indicator is considered a prominent one. If a PMCS is completed during CM this must also be entered.

CIV. LAB. HRS.	NON-SASSY PARTS CHG.	TIME CLOSED	MIL. LABOR HRS.	CLOSE	NO. UNSER	EOTC	PRIMARY METER READING
14 15 16 17 18	19 20 21 22 23 24 25 26 27	28 29 30 31	32 33 34 35 36	37 38 39 40	41 42 43 44 45 46 47		
TASK DATA FIELDS							
DEFECT 1		TASKS		MAN-HOURS		DEFECT 2	
48 49 50	51 52 53 54 55 56 57	58 59 60	TASKS		MAN-HOURS		DEFECT 3
61 62 63 64 65 66 67	68 69 70	71 72 73 74 75 76 77	TASKS		MAN-HOURS		
INSPECTED BY (SIGNATURE)		DATE		OWNER NOTIFIED DATE		DATE	



ORIGINAL

EQUIPMENT REPAIR ORDER (ERO) (11240)  
NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)  
SN: 0109-LF-083-2800 U/I: PG OF 100 SE

## Owner Notified (Name) and Date

**Maintenance will enter the name of who was notified and date. Additional entries will be placed under the previous one.**

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																													
REQUEST NO./OLD ERO NO.										OCD										ECH										SERIAL NUMBER										JOB TO										QTY										POD										OWNING ORGANIZATION																			
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																													
CATEGORY CODE (CIRCLE ONE)										ISSI										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																							
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																											

CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																																																																																																																																																																																																																																																																																																																									
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ITEM NO.	DESCRIPTION OF WORK	LABOR (HOURS)	MECHANIC (SIGNATURE)	STATUS	CODE	STATUS DATE	NON-SASSY PARTS NOMEN. NSN OR PART NO.	QTY	COST
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**Delivered To (Signature) and Date**  
 Individual from the preparing activity who is authorized to receipt for the equipment upon completion of the repairs.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNSEEN										EOTC										PRIMARY METER READING																																																																																																																																																																																																																																																																													
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TASK DATA FIELDS																																																																																																																																																																																																							
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																																																																																																																							
48										49										50										51										52										53										54										55										56										57										58										59										60										61										62										63										64										65										66										67									
INSPECTED BY (SIGNATURE)															DATE															OWNER NOTIFIED (NAME)															DATE															DELIVERED TO (SIGNATURE)															DATE																																																																																																																												

# **FILING AND DISPOSITION**

- **White Copy used to update the equipments records and become part of the record.**
  - ✓ **Minimum of 1 year from close out.**
  - ✓ **Exceeds 1 year, retain the most recent.**
  - ✓ **Batch ERO retain in one of the specific ID numbers record jacket.**

# FILING AND DISPOSITION

- **Pink Copy** – Used to:
  - ✓ Update white copy of ERO
  - ✓ Enter, update, and close in MIMMS AIS.
- **Destroy once ERO is updated and MIMMS AIS record is closed.**

# FILING AND DISPOSITION

## ➤ **Green Copy** - Used to:

- ✓ **Serve as working copy for maintenance not having custody of owning units records.**
- ✓ **Update white for maintenance performed. Retention is optional upon close of record in MIMMS AIS.**
- ✓ **Maint. has custody of owning units records - green copy will not be retained.**
- ✓ **Maint. Elects to use white as working copy, use of green copy not required.**

# FILING AND DISPOSITION

- **Yellow Copy** - Used as receipt for using/owning unit after white is signed by maint. No more than one ERO will serve as receipt.
- ✓ Yellow is returned to maintenance once all repairs are completed.
- ✓ White returned to using/owning unit, destroy yellow copy.

# REVIEW

- During this period we discussed NAVMC 10245:
  - ✓ Preparation instructions
  - ✓ Filing
  - ✓ Disposition

# QUESTIONS?

# QUESTIONS TO YOU!

**Q . Which two defects, regardless of their priority, must be listed in the “DEFECT” fields if they are recorded on the ERO?**

**A . X34 and \_52.**

# QUESTIONS TO YOU!

**Q . What happens with the white copy of the ERO once the owner receipts for equipment and the ERO has been closed?**

**A . It is returned to the owner and becomes part of the official record.**

**BREAK!!!**

# **ADDITIONAL INSTRUCTIONS**

- **An open ERO must exist at the evacuating EOM (2<sup>nd</sup>) and the next higher EOM (3<sup>rd</sup>).**
- **Maint. with more than authorized EOM 2<sup>nd</sup> or higher, record all actions on lowest ERO.**

# **ADDITIONAL INSTRUCTIONS**

- **Record PMCS actions on the PMCS ERO.**
- **PMCS completed as far as practical, close PMCS ERO and complete and PM on separate CM ERO.**
- **CM ERO exists: PMCS may be recorded on CM ERO, only when CM can be closed after PMCS is completed.**

# **ADDITIONAL INSTRUCTIONS**

- **Maintenance on equipment that a deferred ERO has been submitted may be performed on it as the authorizing document.**
- ✓ **Deferred ERO is an ERO inducted into maintenance allowing for requisitioning of parts. Will not be D/L.**

# UNIT RECALL

- **Accepted for Unit Recall**
  - ✓ **Maintenance will hold all copies of the ERO.**
  - ✓ **Unit will hold operable equipment.**
- **Local procedures must be established for accountability of equip. and use of yellow copy as a receipt.**
- **Open ERO in MIMMS AIS with Job Status of UNIT RECALL.**

# UNIT RECALL

- **Schedule equipment into maintenance as soon as possible when all materials are received.**
  - ✓ **If not available, the job status will be changed to Awaiting Equipment.**
  - ✓ **When maintenance section is the IMA, owning unit will still show Unit Recall until returned to IMA.**
    - **Once returned, owning unit will run EVAC HECH.**

# **ADDITIONAL INSTRUCTIONS**

- **Prepare ERO for each item requiring maintenance.**
- **May be batched, but must have same ID#.**
- **Cannot batch PEIs for PMCS, CM, or urgent mods. (when mod renders end item NMCS)**

# **ADDITIONAL INSTRUCTIONS**

- **Forms used by other services will be maintained the same as the ERO/EROSL.**
- **Qty of info. on a ERO exceeds space on one sheet, additional sheets will be used listing the ERO# & Serial#.**
  - ✓ **When closed, complete 1<sup>st</sup> page.**

# **ADDITIONAL INSTRUCTIONS**

- **Only one ERO will be opened for deadlined equipment at each EOM.**
- **Active ERO's previously used as deadlined will not be upgraded to deadlined or degraded.**

# NOTE

- **CRITICAL PARTS** - Parts or SecReps that preclude equipment from performing its intended mission.
  - ✓ Requires 2<sup>nd</sup> through 5<sup>th</sup> EOM
- **NON-CRITICAL PARTS** - Parts that effect equipments ability to perform its intended mission but do not deadline.

# DEADLINED ERO'S

- **Use Cat Code “M” w/DCD for MARES reportable equipment.**
- **Use Cat Code “P” w/DCD for Non-MARES reportable equipment.**

# DEADLINED ERO'S

- **No longer deadlined.**
- ✓ **Close ERO, all repairs completed.**
- ✓ **Downgrade Cat Code when all repairs are not complete.**

# DEGRADED ERO'S

- **Cat Code's "X" and "P" ERO's.**
  - ✓ **Only one degraded ERO at each EOM.**
  - ✓ **Active ERO's previously used as degraded will not be upgraded to degraded or deadlined**

# DEGRADED ERO'S

- **Critical repairs, but not deadlined.**
  - ✓ **Use Cat Code “X” on MARES reportable equipment.**
  - ✓ **Use Cat Code “P” (WITHOUT DCD) for Non-MARES reportable equipment.**

# DEGRADED ERO'S

- **No longer degraded.**
- ✓ **Close ERO, when all repairs are completed.**
- ✓ **Downgrade Cat Code when all repairs are not completed.**

# CAT CODE “O”

➤ **Will allow for ordering shop requirements:**

✓ **PEB**

✓ **Lubricants**

✓ **Shop supplies**

# CAT CODE “S”

- **Allows for ordering SL-3 components.**
- **If SL-3 component deadlines equipment, use the Cat Code of “M” or “P” ERO that deadlines the equipment.**

# CAT CODE “C”

- **Allows unit to EVAC major components of an end item To maintenance shops at the same EOM or higher.**
- **Allows to inter-shop end items a the same EOM w/ Cat Codes “M”, “P”, or “N” ERO’s opened.**

# **ADDITIONAL INSTRUCTIONS**

- **Equipment is deadlined (Not Mission Capable) when it cannot perform its designated combat mission.**
- **Routine maintenance does not deadline equipment.**
- **Owning unit responsible for determining status (adding, changing, or deleting)**

# **3 D/L STATUSES**

- **Not Mission Capable Maintenance (NMCM)**
- **Not Mission Capable Supply (NMCS)**
- **Not Mission Capable Transit (NMCT)**

# NOTE

- **FED-LOG has a listing of Combat Essentiality Codes (CEC)**
  - ✓ **CEC of “5” is a part that renders the MARES reportable end item Deadlined/Degraded.**
  - ✓ **CEC of “6” is a part that renders the Non-MARES reportable end item degraded.**

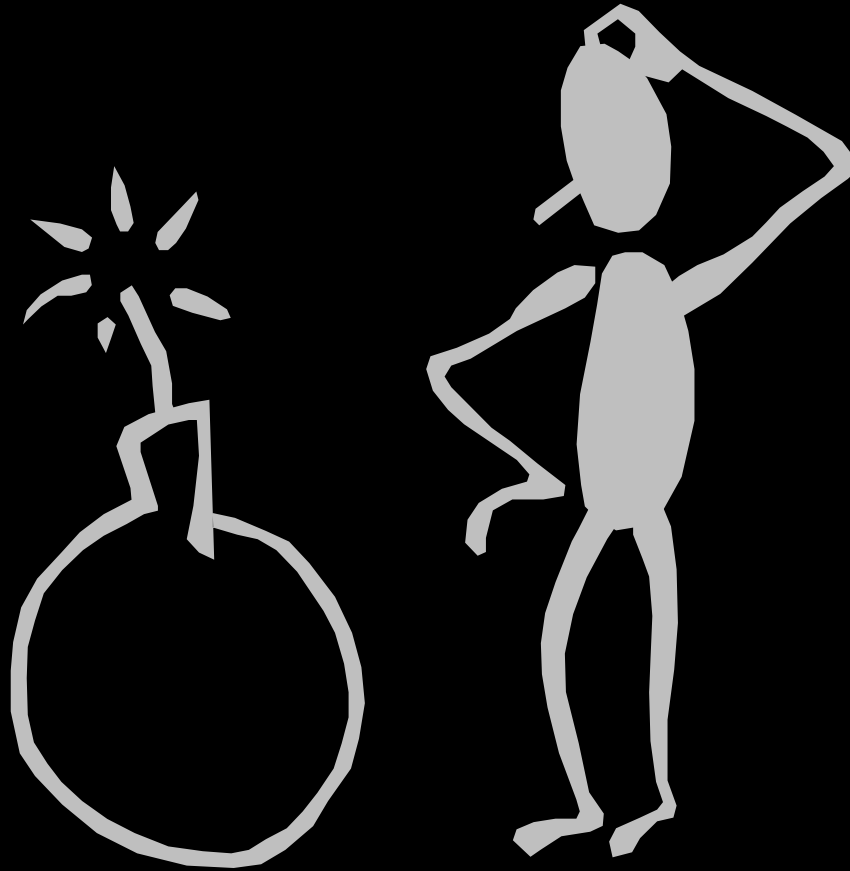
# NOTE

- **TM-4700-15/1H, Ch. 2, Pg. 2-2-24 indicates the appropriate UND that must be used for assignment of priorities to Category Codes.**

# **REVIEW**

During this period we  
discussed NAVMC  
10245.

# QUESTIONS!!!



# QUESTIONS TO YOU!!!

**Q . What is meant by the term “Critical Parts”?**

**A . Parts or SecReps that precludes equipment from performing its intended mission.**

**Q . What are the 3 deadline statuses?**

**A . NMCM, NMCS, NMCT**

# **NAVMC 10925**

**ERO  
SHOPPING/TRANSACTION  
LIST  
(EROSL)**

# ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_  
DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

FOUND IN TM-4700-15/1H, CH. 2, PG. 2-3-1,  
AND UM-4400-124, PART III, SECTION 9

# PURPOSE

- **Has dual purposes.**
  - ✓ **ERO Shopping List**
  - ✓ **MIMMS data input form**
- **EROSL is used in conjunction with the ERO to:**
  - ✓ **Requisition.**
  - ✓ **Receipt for.**
  - ✓ **Cancel.**
  - ✓ **Record partial issues.**
  - ✓ **Simplifies data for all MIMMS transaction.**

# CONFIGURATION

## ➤ Configuration.

- ✓ 100 sheets to a pad.
- ✓ Self-carbonized to permit number of copies.
  - Normally it is three copies as stated in the UM-4400-124, or as directed by MMSOP.
- ✓ Front and back covers are templates.
- ✓ Refer to the UM 4790-5 for all MIMMS input transactions.

# RESPONSIBILITIES

- **ERO holder responsible for initial preparation, to include:**
  - ✓ **ERO number**
  - ✓ **Unit**
  - ✓ **Date**
  - ✓ **Initials**
  - ✓ **Date EROSL prepared**
  - ✓ **Circle the correct Material Usage Code.**
  - ✓ **Shop Section.**
  - ✓ **Source Reference.**

**GET OUT YOUR  
NAVMC 10925  
SO WE CAN GO  
OVER THE  
PREPARATION  
INSTRUCTIONS.**

# HEADER SECTION

NAYMC 10925 (REV. 6-86)

(2-79 AND 6-82 EDITIONS WILL BE USED UNTIL SUPPLY IS EXHAUSTED)  
SN: 0000-00-006-4885 U/I: PADS OF 100 SHEETS

## ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_  
B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_  
C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ R. \_\_\_\_\_

**ERO** Enter the ERO number assigned to the equipment that requires parts to be requisitioned.

# ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_  
B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_  
C. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ O. \_\_\_\_\_ R. \_\_\_\_\_

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

**UNIT**

Enter the name of the section requesting the parts.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ M. INT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_  
B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_  
C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ O. \_\_\_\_\_ R. \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**DATE** Enter the Julian date the EROSL was prepared.

## ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. \_\_\_\_\_ SUPPLY-IP \_\_\_\_\_ DATE / INIT. \_\_\_\_\_ DATA CLERK \_\_\_\_\_ DATE / INIT. \_\_\_\_\_

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_

B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ O. \_\_\_\_\_

C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_

**MAINT. DATE/INIT Required initials of the individual authorized to approve the requisition.**

**UM-4400-124, Part III, Section 9, Pg. 3-9-11, states enter the date and initials of the mechanic.**

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. **SUPPLY-IP** \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

**SUPPLY-IP DATE/INIT** Supply section  
Enters the date and initials of the  
Person receiving the EROSL.

**ERO SHOPPING/TRANSACTION LIST**

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION \_\_\_\_\_

**DATA CLERK DATE/INIT** Supply section enters the initials and date verifying that all transactions have posted to the DTL.

Supply section will check each transaction w/ the DTL that have no errors.

Supply section will correct each transaction w/ the DTL that have Non-Critical/Critical errors or mistakes per MMSOP.

Supply section will research transactions on the DTL and take corrective action per the MMSOP

## ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_

B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_

C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ O. \_\_\_\_\_ R. \_\_\_\_\_

**MATERIAL USAGE CODE ERO Holder**  
circles the appropriate code. Must  
match what is listed in CC 37.

**6 = SL-3 Components**

**7 = Corrective Maintenance**

**8 = Modification Instruction**

**9 = Preventive Maintenance**

ERO SHOPPING/TRANSACTION LIST

ERO NO. \_\_\_\_\_

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_  
B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_  
C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ O. \_\_\_\_\_ R. \_\_\_\_\_

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

SHOP SECTION ERO Holder enters Shop Section as listed on the ERO.

## ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_ DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. \_\_\_\_\_ D. \_\_\_\_\_ G. \_\_\_\_\_ J. \_\_\_\_\_ M. \_\_\_\_\_ P. \_\_\_\_\_  
B. \_\_\_\_\_ E. \_\_\_\_\_ H. \_\_\_\_\_ K. \_\_\_\_\_ N. \_\_\_\_\_ Q. \_\_\_\_\_  
C. \_\_\_\_\_ F. \_\_\_\_\_ I. \_\_\_\_\_ L. \_\_\_\_\_ O. \_\_\_\_\_ R. \_\_\_\_\_

**SOURCE REFERENCE** Publication used  
to locate NSN/Part Number.

UM-4400-124, Part III, Section 9,  
Pg. 3-9-11, states it will be entered on  
Line "A".

Lines "B" through "R" will be used as  
directed by MMSOP.

# REVIEW

➤ So far we have discussed the NAVMC 10925:

- ✓ Purpose
- ✓ Configuration
- ✓ Associated responsibilities
- ✓ Header section preparation instructions

**ANY  
QUESTIONS ON  
THE HEADER  
SECTION?**

**BREAK!!!**





# TRANSACTION SECTION

## 4 ADD (PARTS) TRANSACTION

The image shows a grid representing a transaction form. The top row contains column numbers from 1 to 80. A blue box highlights columns 11 through 23. A blue arrow points from this box down to the text box below.

CC 11-23 "NATIONAL STOCK NUMBER"

ERO holder enters the NSN of  
each part requested.  
Required entry.

















# DEMAND CODES

- **UM-4400-124, Part IV, Section 4, Pg. 4-4-35.**
- **Recurring** demand is a request made periodically or anticipated to be repetitive.
- **Non-Recurring** demand is a request known to be a one time occurrence.



# NMCS

## INDICATORS

### SECONDARY REPARABLE:

- **9** (NMCS requirement)
  - ✓ Priority 01, 02, 03
  - ✓ Overseas, or stateside deploying within 30 days
- **N** (NMCS requirement)
  - ✓ Priority 02 through 09 for stateside
  - ✓ Priority 05 for overseas

# NMCS

## INDICATORS

### READINESS REPORTABLE END ITEM:

- **9** (NMCS requirement)
  - ✓ Priority 01, 02, 03
  - ✓ Overseas, or stateside deploying within 30 days
- **N** (NMCS requirement)
  - ✓ Priority 02 through 09 for stateside
  - ✓ Priority 05 for overseas

# NMCS

## INDICATORS

### READINESS REPORTABLE (Cont.):

➤ **E** (ANMCS requirement)

✓ Priority 02 thorough 08

✓ Anticipated deadline within:

▪ 15 days stateside

▪ 20 days overseas

➤ **Blank**

✓ When part does not place item into NMCS or ANMCS status.

# NMCS

## INDICATORS

### MISSION ESSENTIAL (Non-MARES):

- **9** (NMCS requirement)
  - ✓ Priority 01, 02, 03
  - ✓ Overseas, or stateside deploying within 30 days
- **N** (NMCS requirement)
  - ✓ Priority 02 through 08 for stateside
  - ✓ Priority 05 for overseas

# NMCS INDICATORS

## MISSION ESSENTIAL (Non-MARES):

- **E** (ANMCS requirement)
  - ✓ Priority 02 thorough 08
- **Blank**
  - ✓ When part does not place item into NMCS or ANMCS status.

# NOTE

- **Combat Essentiality Codes for parts can be located in FEDLOG and associated publications.**
  - ✓ **CEC of “5” is repair part or SecRep that renders MARES reportable equipment deadlined or degraded.**
  - ✓ **CEC of “6” is a repair part or SecRep that renders a Non-MARES reportable equipment deadlined or degraded.**



# MIMMS ADVICE CODES

- The ERO holders enters, if required.
  - ✓ **“SC”** is for a “Scrounged” part.
  - ✓ **“PB”** is for a “Pre-Expended” part.
  - ✓ **“99”** is for a Non-System” item.
- UM-4790-5, Chapter 24, UM-4400-124, Pg. 4-4-14 and TM-4700-15/1H, Pg. 2-3-9.

# PEB ITEMS

- **Not required to be reported when a Operator applies a PEB item. (1<sup>ST</sup> EOM)**
- **2<sup>nd</sup> EOM or higher will report items applied in Quantities equal to, or in multiples of, the U/I using the advice code of “PB”**
- **Not required when the cost is less than \$50.00.**

- **Scrounged Repair Parts.** Report all items obtained using an EROSL and advice code of “SC”.
- **SASSY Advice Code.** ERO holder coordinates with the Supply section for all advice codes.
- **SecRep Items Advice Code.** Issue point will enter advice code.
  - ✓ I.E. “F1” exchanged item is the same as what was turned in.



# TRANSACTION SECTION

## 4 ADD (PARTS) TRANSACTION

A large grid of 80 columns and 10 rows. The top row is numbered 1 to 80. A blue arrow points to the cell at column 80, row 10.

## CC 80 "TRANSACTION TYPE"

# ERO holder enters a

**“A” for add.**

# "C" for change.

# REVIEW

➤ During this period we discussed preparation instructions for the NAVMC 10925.

# QUESTIONS?

**BREAK!!!**

# **SPECIAL INSTRUCTIONS**

- **Requisition PEB items by using a shop overhead ERO, per MCO P4790.2C.**
- **ERO parts bin (Layettes) is a place where parts are stored till applied to the equipment.**
  - ✓ **Small parts for the same ERO will be kept together.**
  - ✓ **Large items are normally kept together.**

# **SPECIAL INSTRUCTIONS**

- **Parts received that are not installed immediately will have the EROSL annotated with:**
  - ✓ **Date/quantity received.**
  - ✓ **ERO bin location.**
  - ✓ **Or location designated other than the ERO number.**

# **SPECIAL INSTRUCTIONS**

- **Parts removed for installation, the mechanic or shop chief shall annotate the EROSL.**
- **Annotation procedures must be contained in the Major Subordinate Command Maintenance Standing Operating Procedures (MSCMMSOP).**

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT \_\_\_\_\_ DATE \_\_\_\_\_ MAINT. \_\_\_\_\_  
DATE / INIT. SUPPLY-IP \_\_\_\_\_ DATE / INIT. DATA CLERK \_\_\_\_\_ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION \_\_\_\_\_

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

MODEL TYPE

SERIAL #

STUDENTS NAME

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

QTY RCVD 001/2245  
SIGNATURE

QTY ISSUED 001/2250  
SIGNATURE

U/P: \$0.00  
T/P: \$0.00

CLASSROOM MSCMMSOP PROCEDURES!

# FILING

- **When the ERO holder completes the requisition information:**
  - ✓ **It is taken to the Supply section.**
  - ✓ **Supply will then complete its required information.**
  - ✓ **Returns the 2nd copy to the ERO holder.**
  - ✓ **1<sup>st</sup> copy is maintained by Supply while parts are outstanding.**

# FILING

- ✓ Supply will then forward the original to the keypunch clerk for processing.
- ✓ Supply will then ensure all transactions have been accepted on the DTL/DPR.
- ✓ Supply then forwards the original to the ERO holder, who will join it with the original ERO.

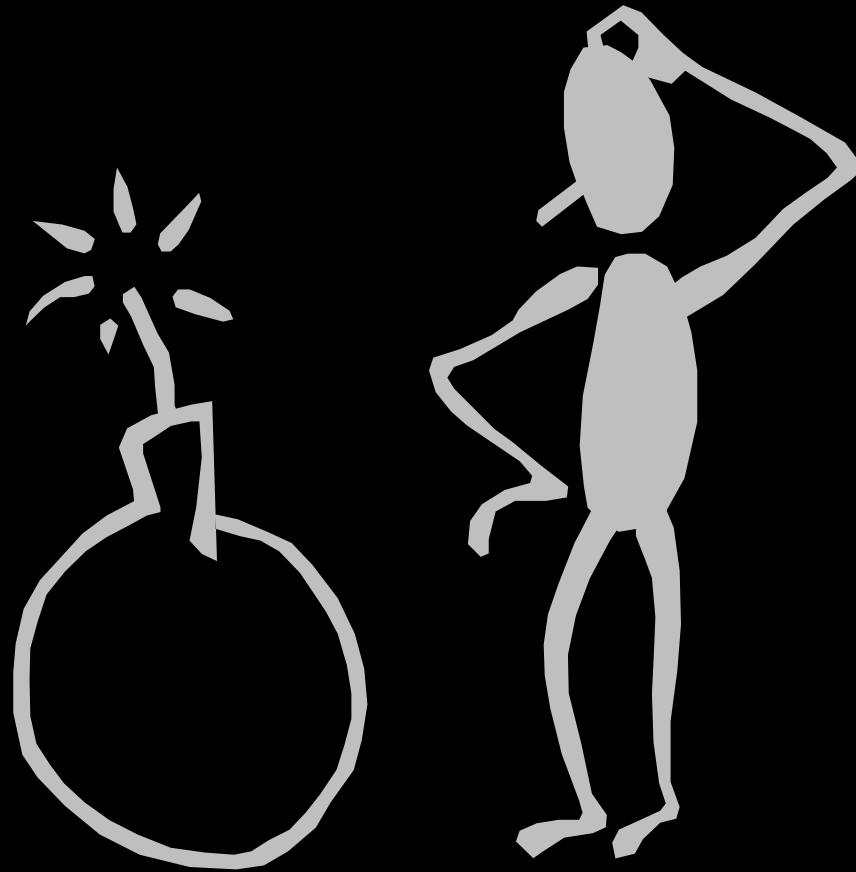
# FILING

- ✓ **FMSS supported units are not required to retain EROSL when associated ERO has been closed out.**
- ✓ **Non FMSS supported units will file the completed original ERO/EROSL together and retain for a minimum of 1 year in the equipment record jacket.**
- ✓ **Exceeds 1 year, retain the most recent completed ERO/EROSL.**

# **REVIEW**

During this period  
we discussed the  
NAVMC 10925.

# QUESTIONS!!!



# QUESTIONS TO YOU!

**Q . What is the Material Usage Code for SL-3 Components?**

**A . 6.**

**Q . What are the NMCS Indicator Codes, and in which Card Column are they entered?**

**A . 9, N, and E, and Blank /CC 67.**

**DEMONSTRATION**

**BREAK!**

# **PRACTICAL**

# **APPLICATION**

**BREAK!**

**SF 368**  
**PRODUCT QUALITY**  
**DEFICIENCY REPORT**

**FOUND IN THE TM-4700-15/1H,**  
**PG. 2-12-1**  
**AND MCO 4855.10\_**

# PURPOSE

- **SF 368 - Provides information to activities responsible for:**
  - ✓ **Development**
  - ✓ **Procurement**
  - ✓ **Management of equipment concerning deficiencies in:**
    - **Material**
    - **Design**
    - **Procurement**

# OBJECTIVE

- **Primary goals are to:**
  - ✓ **Maximize mission and operational effectiveness.**
  - ✓ **Prevent recurring deficiencies.**
  - ✓ **Improve user satisfaction.**

# OBJECTIVE CONT.

- **Provides deficiency reporting and data feedback which provides for:**
  - ✓ **Appropriate documentation**
  - ✓ **Action/resolution**
  - ✓ **Specific POC at all phases.**

# OBJECTIVE CONT.

- **Analysis and investigation in a timely manner for expedient corrective and preventive action.**
- **Control and disposition on deficient material.**
- **Allows management with visibility of the summary data, Identification of problems, recurring problems, and resolution/corrective action.**

# POLICY

- **Units will report deficiencies IAW criteria set forth in MCO 4855.10\_.**
- **Investigation into resolution of deficiencies will be expedient and units will be notified of the corrective action.**

# DEFINITIONS

- **Product Quality Deficiency**: is defect or nonconforming condition that limits or prohibits the item from fulfilling its intended purpose.
  - ✓ Design, specifications, material, manufacturing, operation, and workmanship.

# DEFINITIONS

- **User/Originator**: Person who discovers deficiency and reports it to the originating point.
- **Originating Point**: Unit that discovers the deficiency and reports it to the screening point.
- **Screening Point**: CO, MCLB (Code 808), Albany, GA.

# DEFINITIONS

- **Action Point:** Focal point, service/agency, contractor, who is responsible for resolution of the report.
- ✓ Only an Action Point is authorized to transmit a deficiency report to the Support Point.

# DEFINITIONS

- **Support Point**: Assists the Action Point, as requested.

# ACTION

- Qualifications and procedures.
  - ✓ Begins with the user/originator submitting to the originating point.

# **ACTION**

✓ **Shall be submitted for any of the following circumstances.**

- **Physical or operational hazard to personnel or material.**
- **Design of materials which impedes.**
- **Faulty or poor workmanship.**
- **Excessive wear or deterioration.....**

# ACTION

## ✓ (Continued)

- **Operation or performance that fail to meet stated operational limits.**
- **Other circumstances not listed.**
- **Computer deficiencies.**
- **Under warranty - refer to ULSS, FP or SI.**

# **REPORTING RESPONSIBILITIES PROCEDURES**

- **Person who discovers deficiency shall submit a SF-368 to the originating point.**
- **Originating point shall verify the PQDR IAW MCO 4855.10\_ and assign Category (I or II).**

# **CATEGORY I** **DEFICIENCY**

- **Causes death, injury, or severe occupational illness.**
- **Loss of or major damage to a weapons system.**
- **Directly restricts combat readiness capabilities.**
- **Results in production line stoppage.**

# **CATEGORY I** **DEFICIENCY**

- **Suspend use of item and any in stock.**
- **Maintain exhibits until screening point calls for item or for 60 days from receipt of control number.**

# **CATEGORY I** **DEFICIENCY**

- **When urgency exists.**
  - ✓ **Cat “I” may first be transmitted by oral communication.**
  - ✓ **Must followed-up electronically by priority message.**
  - ✓ **SF 368 will be e-mailed or electronic fax within 48 hrs of message only when documents will aid the investigation.**
  - ✓ **Triplicate and contain the DTG, and report number.**

# **CATEGORY II** **DEFICIENCY**

- **Product quality deficiency that does not meet the criteria set forth for Cat I.**
- ✓ **Suspend use as necessary.**

# **ALL PQDR CATEGORIES**

- **Maintain exhibits for 60 days or until called for.**
- **Submit clothing exhibits “as required”**
- **Forward an information copy on computer assets to MTSSA.**
- **Supporting maintenance activities will assist when necessary.....**

# **ALL PQDR CATEGORIES**

**(Contd.)**

- **Report any deficient response.**
- **Maintain a status log for period of 1 year.**
- **Report warranty items per ULSS, FP, or SI.**

# **REPORTING RESPONSIBILITIES**

## **PROCEDURES**

- **Originator will complete 368 and provide an original and two copies to the screening point via the originating point.**
  - ✓ **Originator will ensure the report is complete and clearly explains all available information.**
- **Separate PQDR per each deficiency**
  - ✓ **Identical deficiencies of the same item may be consolidated.**
  - ✓ **Reference deficiencies that are the cause of another deficiency.**

# **REPORTING RESPONSIBILITIES**

## **PROCEDURES**

- **Originating Point shall furnish any drawings sketches, etc.**
- **Unit holds defective part as an exhibit, awaiting Disp. Inst. from Screening Point.**
- **All deficient material shall be secured and tagged w/ a DD Form 1575, Suspend Tag-Material and DD Form 2332, Product Quality Deficiency Report Exhibit, per MCO 4855.10\_. Preparation is self explanatory.**

# REVIEW

- We have discussed the SF 368 (PQDR):
  - ✓ Purpose
  - ✓ Objective
  - ✓ Policy
  - ✓ Associated definitions
  - ✓ Actions
  - ✓ Reporting responsibilities

# QUESTIONS?

**BREAK!**

**GET OUT YOUR SF 368**  
**SO WE CAN COVER**  
**PREPARATION**  
**INSTRUCTIONS!**

# **PREPARATION INSTRUCTIONS**

- **PREPARATION INSTRUCTIONS ARE LOCATED ON THE BACK SIDE OF THE SF-368.**
- **Further information for completion can be found in MCO 4855.10**

# PRODUCT QUALITY DEFICIENCY REPORT

☐ CATEGORY I

☒ CATEGORY II

1a. FROM (Originator)

Engineer Equipment Instruction  
Company, Marine Corps Detachment  
Fort Leonard Wood, MO 65473

2a. TO (Screening point)

Commander MARCORLOGBASES  
CODE 808-1  
Albany, GA 31704-5000

1b. NAME, TELEPHONE NO. AND SIGNATURE

Brian Brody (573)596-1437  
Signature

1c. DATE

870703

2b. NAME, TELEPHONE NO. AND SIGNATURE

2c. DATE

**ENTER AN "X" IN THE APPROPRIATE CATEGORY BLOCK**

**1a.** Enter name of activity, Activity Address Code, and address including Zip Code.

**1b.** Name, Telephone Number, and Signature

**1c.** Date report was signed and forwarded to the screening point.

**2a.** Originator point will complete.

**2b.** Completed by Screening Point

**2c.** Screening Point enters date when finished processing

3. REPORT CONTROL NO. <b>M38010-87-0001C</b>	4. DATE DEFICIENCY DISCOVERED <b>870703</b>	5. NATIONAL STOCK NO. (NSN) <b>1005-00-921-5004</b>	6. NOMENCLATURE <b>Magazine, Assy. 30RD, 5.56mm</b>	
7a. MANUFACTURER/CITY/STATE <b>Cooper Industries Upland, CA 91786</b>		7b. MFRS. CODE <b>30389</b>	7c. SHIPPER/CITY/STATE <b>MCLB Albany, GA 31704-5000</b>	8. MFRS. PART NO. <b>8448670</b>

**3. Consist of; Unit RUC(six digits), Calendar yr.(two digits), sequential numbers(four digits), C for CAT. I and R for CAT. II**

**4. Enter date deficiency was discovered**

**5. Enter the NSN of the deficient material**

**6. Enter the noun name of the deficient material**

**7a. Enter name of manufacturer**

**7b. Enter the MFRGS Code(five digits) Located in FEDLOG**

**7c. Enter shippers address if different from MFRS**

**8. Enter the MFGS Part Number**

9. SERIAL/LOT/BATCH NO.  <b>982-15A</b>	10a. CONTRACT NO.  <b>DAAA09-81-C-4548</b>	10b. PURCHASE ORDER NO.  <b>UNKNOWN</b>	10c. REQUISITION NO.  <b>M819</b>	10d. GBL NO.  <b>UNKNOWN</b>
11. ITEM  <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/ OVERHAULED	12. DATE RECD, MFRD, RE- PAIRED, OR OVERHAULED <b>May 1983</b>	13. OPERATING TIME AT FAILURE <b>Block 22</b>	14. GOVERNMENT FURNISHED MATERIAL  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**9.** Enter Serial/Lot/Batch No. as applicable. Use Block 22 if more space is required.

**10a-10d.** Enter these numbers on any other available transportation document number in lieu of Government Bill of Lading

**11.** Enter a "X" in appropriate block

**12.** Enter date if available

**13.** Enter time discrepancy was identified (HRS, Miles, Cycles) Use Block 22 for amplifying information.

**14.** Check the appropriate block

15. QUANTITY		a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK
		<b>500</b>	<b>250</b>	<b>250</b>	<b>250</b>
16. DEFICIENT ITEM  WORKS ON/WITH	a. END ITEM (Aircraft, mower, etc.)	(1) TYPE/MODEL/SERIES <b>M16A2, 5.56mm Rifle</b> <b>1005-01-128-9936</b>			(2) SERIAL NO.  <b>N/A</b>
	b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. (NSN) <b>N/A</b>	(2) NOMENCLATURE <b>N/A</b>	(3) PART NO. <b>N/A</b>	(4) SERIAL NO. <b>N/A</b>

**15a.** Enter numbered received

**15b.** Enter number that were inspected

**15c.** Enter number deficient after inspection

**15d.** Enter number of items at the facility reporting the deficiency

**16a(1-2).** Enter the PEI, Indicate NSN, Type, Model, Series, and serial number as applicable.

**16b(1-4).** Enter the NSN, Nomenclature, and Part Number of the next higher assembly, as applicable.

17. UNIT COST \$ <b>3.15</b>	18. ESTIMATED REPAIR COST \$ <b>1,575.00</b>	19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> UN- KNOWN	19b. EXPIRATION DATE <b>Unknown</b>
---------------------------------	---	---	--

20. WORK UNIT CODE/EIC (Navy and Air Force Only.)

**N/A**

21. ACTION/DISPOSITION

<input checked="" type="checkbox"/> HOLDING EXHIBIT FOR <b>60</b> DAYS	<input type="checkbox"/> RELEASED FOR INVESTIGATION	<input type="checkbox"/> RETURNED TO STOCK	<input type="checkbox"/> DISPOSED OF	<input type="checkbox"/> REPAIRED	<input type="checkbox"/> OTHER (Explain in Item 22)
--	---	--	--------------------------------------	-----------------------------------	---

22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including

- 17.** Enter the dollar value of the deficient item.
- 18.** Enter the unit cost times the number of units for replacement or estimated repair cost (Including overhead)
- 19a.** Check the block to indicate if item is under warranty
- 19b.** Enter the expiration date if known
- 20.** Enter "N/A" as this is N/A for the Marine Corps
- 21.** Check the appropriate block to indicate the action taken or requested. When being held, indicate the number of days. Check "Other" if none apply and indicate action taken in Block 22

After 5 months use, the new magazines developed Problems. They either failed to feed the final five rounds or failed to feed at all.

---

23. LOCATION OF DEFICIENT MATERIAL

Same as 1a.

---

**22.** Describe in detail to the best of your ability, what is wrong, how and why. If pictures are used, ensure a ruler is employed as a scale placed alongside the item. Use additional paper if required and attach to the SF 368.

**23.** Enter the address and telephone number of the activity holding the item if it is different from the Originator address.

# The following blocks will be filled out by the appropriate personnel.

24a. TO (Action Point)		25a. TO (Support Point) (Use Items 26 and 27 if more than one)	
24b. NAME, TELEPHONE NO. AND SIGNATURE	24c. DATE	25b. NAME, TELEPHONE NO. AND SIGNATURE	25c. DATE
26a. TO (Support Point)		27a. TO (Support Point)	
26b. NAME, TELEPHONE NO. AND SIGNATURE	26c. DATE	27b. NAME, TELEPHONE NO. AND SIGNATURE	27c. DATE

# RECORDS

- **Records are a principle form of objective evidence.**
- **Retain PQDR records IAW SECNAVINST P5215.5 and MCO 5210.11**
- **Activities shall retain records indefinitely for all PQDR's for which they have not received notice of any closure action.**

# CLOSURE

## ➤ PQDR considered closed when:

- ✓ Investigation into the cause has been completed
- ✓ Corrective actions to preclude recurrence and credit/disposition instructions have been provided.
- ✓ Best interest of the Government/Marine Corps that it be considered closed.

**Your outline contains a  
listing of the PQDR Process  
and Actions, and PQDR  
Timeframe Response Matrix.  
take a few minutes to look  
them over.**

# REVIEW

During this period  
we discussed the  
SF 368 (PQDR).

**QUESTIONS?**

# QUESTIONS!!!

**Q . What Marine Corps Order assigns specific responsibilities facilitating submission and processing of PQDR's?**

**A . MCO 4855.10\_**

# QUESTIONS!!!

**Q . Who can submit a PQDR?**

**A . Anyone, person who discovers the deficiency.**

# QUESTIONS!!!

**Q . What is the timeframe for the originator to submit a Cat I PQDR to the Originating Point?**

**A . 48 hours after discovery.**

**BREAK!!!**



# MODIFICATIONS

## PURPOSE

- To provide the unit commodity manager with a means of accurately determining the modification status of assigned equipment.

# RESPONSIBILITIES

- **Ensure all the unit's equipment that requires modifications have had them completed and recorded.**
- **Modification - Maintenance actions performed to change the design or assembly characteristics of:**
  - ✓ **Equipment systems**
  - ✓ **End items**
  - ✓ **Components**
  - ✓ **Assemblies**
  - ✓ **Subassemblies**
  - ✓ **Parts**

# RESPONSIBILITIES

- **This done to improve:**
  - ✓ **Functioning**
  - ✓ **Maintainability**
  - ✓ **Reliability**
  - ✓ **Safety characteristics**
- **PQDR's and Beneficial suggestions is normally where modifications begin.**

# RESPONSIBILITIES

## ➤ URGENT Modifications:

- Prevent death or serious injury to personnel
- ✓ Prevent major damages to equipment
- ✓ Or changes that are considered so essential that the mods. should be completed as soon as possible.

# RESPONSIBILITIES

- **Modification requirements will have detailed procedures, and will be published as an MI.**
  - ✓ **May have specific types/items of equipment to modified.**
  - ✓ **Maintenance resources.**
  - ✓ **Skills.**
  - ✓ **Time necessary.**

# RESPONSIBILITIES

- ✓ **Specify the EOM authorized.**
- ✓ **Identified by:**
  - **Nomenclature.**
  - **ID #**
  - **NSN's**
  - **Manufacture's Serial # when appropriate.**
- **Equipment will only be modified when directed by CMC.**

# RESPONSIBILITIES

- **Commodity managers will maintain records based on info from other records and physical observation.**
- **Automated system is authorized.**
  - ✓ **Information shall match what is required by the NAVMC 11053 or 11054.**
- **Records will maintained by both FMSS and Non-FMSS supported units; both forms may be used.**

## NAVMC 11053 (8-79)

(SEE INSTRUCTIONS ON REVERSE)

SN: 0000-00-006-7660 U/I: SH

[illegible]

COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM B) (4790)  
 NAVMC 11054 (REV. 6-86) (8-79 edition will be used)  
 SN: 0000-00-006-7681 U/I: PADS OF 100 (SEE INSTRUCTIONS ON REVERSE)

ACTION CODES		NOMENCLATURE
*NA - NOT APPLICABLE	*C - COMPLETED	
PR - PUBLICATION REQUIRED	*V - VERIFIED	TAM NO.
AR - AS REQUIRED	ERO NUMBER	
NOTE - ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE		IDENTIFICATION NO.

		MODIFICATION INSTRUCTION NUMBERS					
CATEGORY							
REQUIRED COMPLETION DATE							
EQUIPMENT SERIAL NUMBERS							
REMARKS							

# **REQUIREMENT** **DETERMINATION**

- **Inspected upon initial receipt to ensure proper completion of all modifications.**
  - ✓ **Nature of mod. cannot be determined, item will be evacuated to the IMA.**
  - ✓ **Initiate ERO for missing modifications.**
  - ✓ **11053/11054 will be updated per the TM-4700-15/1\_.**

**GET OUT YOUR  
NAVMC  
11053/11054 SO  
WE CAN  
DISCUSS  
PREPARATION  
INSTRUCTIONS.**

# **PREPARATION** **INSTRUCTIONS**

- **A Mod. Control Record will be prepared on each major T/E or special allowance equip. that has had a MI issued.**
- **Components/secondary repairables that have MI's issued will be recorded for the end item.**
- **A separate record will be prepared for each ID#.**
- **Enter Nomen., TAMCN, ID # in appropriate field.**

(SEE INSTRUCTIONS ON REVERSE)

ACTION CODES	
*NA - NOT APPLICABLE	*C - COMPLETED
PR - PUBLICATION REQUIRED	*V - VERIFIED
AR - AS REQUIRED	ERO NUMBER

NOTE: ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE A JULIAN DATE

TAM NO.

IDENTIFICATION NO

[illegible]

# **NOTE**

- **SL-6-1/6-2 can be used to identify “Consist Of” ID# for end items.**
  - ✓ **“Part Of” is an item that is a component or repair part to another item.**
  - ✓ **“Consist Of” refers to 1 item that has different components or repair parts that have their own ID#.**

# PREPARATION INSTRUCTIONS

- **Enter Ser.# for each T/E & special allowance item with a MI published.**
- ✓ **If a ser# has not been assigned, a local serial number will be assigned per the UM-4400-124.**

## COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM A) (4790)

NAVMC 11053 (8-79)

(SEE INSTRUCTIONS ON REVERSE)

SN: 0000-00-006-7660 U/I: SH

ACTION CODES		NOMENCLATURE	
*NA NOT APPLICABLE	*C - COMPLETED		
PR - PUBLICATION REQUIRED	*V - VERIFIED	TAM NO.	
AR AS REQUIRED	ERO NUMBER		
NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE		IDENTIFICATION NO	

# PREPARATION INSTRUCTIONS

- **List all MI's from the SL-1-2 for each ID#.**
  - ✓ **Changes that are administrative will be recorded on the basic MI.**
  - ✓ **Change alters the configuration, or adds/deletes applicable ser#'s, control, or manufacturers number require a separate entry for verification purposes.**

(SEE INSTRUCTIONS ON REVERSE)

ACTION CODES	
*NA - NOT APPLICABLE	*C - COMPLETED
PR - PUBLICATION REQUIRED	*V - VERIFIED
AR - AS REQUIRED	ERO NUMBER

TAM NO.

IDENTIFICATION NO

NOTE: ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE A JULIAN DATE

[illegible]

# PREPARATION INSTRUCTIONS

- **NOTE: MC Pubs. Web site may be used to identify current mods on equipment.**

# PREPARATION INSTRUCTIONS

## ➤ CATEGORY & REQUIRED COMPLETION DATE:

### ✓ “U” = Urgent Modification

- Identified in the SL-1-2 by “URG” following the MI#.
- Required Completion Date can be found in the Time Compliance Para.
- Indicates upon receipt, or does not have a date enter “N/A”.

### ✓ “N” = Normal modification

- Not identified as URGENT - then it is NORMAL.

(SEE INSTRUCTIONS ON REVERSE)

ACTION CODES	
*NA - NOT APPLICABLE	*C - COMPLETED
PR - PUBLICATION REQUIRED	*V - VERIFIED
AR - AS REQUIRED	ERO NUMBER

TAM NO.

IDENTIFICATION NO

NOTE: ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE A JULIAN DATE

[illegible]

# PREPARATION INSTRUCTIONS

- **Urgent modifications that require end item to be D/L, or sharply curtail its use until mod is applied.**
  - ✓ **Acceptance scheduling normally will not be feasible.**
  - ✓ **Other “URG” Mods. May be acceptance scheduled.**
  - ✓ **Both cases, urgency of Mod. Will be considered in determining priority.**

# PREPARATION INSTRUCTIONS

- **MI's not designated "URG" in the SL-1-2 are "NORMAL" modifications.**
  - ✓ **Required completion date for these is 1 year from the date of the MI.**
  - ✓ **Unless indicated otherwise. (Time Compliance Para.).**

# PREPARATION INSTRUCTIONS

- **Level “A” Pack, need not be opened to perform.**
  - ✓ **Mod. Kits will be ordered and stored until item is removed.**
- **Normal Mods. should coincide with normal maintenance actions & should be planned.**

# PREPARATION INSTRUCTIONS

- **NOTE:** Major factor in determining application of Mod. is operational commitments.
- ✓ **Mods. Should be applied prior to deployments or extended operations.**

# PREPARATION INSTRUCTIONS

- **Determine applicability of each MI to the item.**
  - ✓ Found in the “Major Item affected” paragraph.
- **Determine current status of applicable MI by:**
  - ✓ Inspection.
  - ✓ Records.

# PREPARATION INSTRUCTIONS

- **Enter appropriate Action Codes:**
  - ✓ **NA.** Apply to specific serial numbers that the MI does not apply to. Julian date.
  - ✓ **PR.** Applies when the unit requires the publication.
    - ▯ Document number will be listed in the “remarks” block
  - ✓ **AR.** Apply to equip. that require a specific repair action. Example, 5<sup>th</sup> Ech. repairs.

# FSMAO CLARIFICATION

- **The action code, “AR” should be used on the modification control records for end items that may not require the modification to be applied (e.g., radio mounts; not all unit’s vehicles would require these mounts, so the modification is optional yet required to be identified for that particular end item). The “AR” entry allows the flexibility of changing the modification record in the event should the modification can be applied to that end item at a later date. AR action code entries are made in pencil and do not require a Julian date.**

# PREPARATION INSTRUCTIONS

- ✓ **C.** Applies when MI has been completed while in custody. Includes item modified from the supporting maintenance activity. Julian Date.
- ✓ **V.** Applies to equipment that has had the MI applied prior to receiving. Julian Date.
- ✓ **ERO#.** Applies to equipment when a MI has been identified as being needed. Has been requested on a ERO.

NOTE: ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE A JULIAN DATE

**09135A**

09135-25/10	N	23FEB97	C-6100
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All other action codes "PR", "AR",  
And ER0# will be in pencil.

# PREPARATION INSTRUCTIONS

- **Remarks Block.** Used to add any additional information such as:
  - ✓ **Nomenclature for sec/reps that have been modified.**
  - ✓ **Document numbers.**
  - ✓ **Non-availability of equipment.**

# PREPARATION INSTRUCTIONS

- **Each revision of SL-1-2 to verify each record to ensure all mod information is current.**

# PREPARATION INSTRUCTIONS

- **Upon receipt of a new MI for on hand equipment, the commodity manager will:**
  - ✓ **Enter the MI #, category and required completion date.**
  - ✓ **Determine applicability to those items held by the unit.**
  - ✓ **Initiate appropriate action.**
- **Use pencil for temporary entries.**

# PREPARATION INSTRUCTIONS

- **When equipment has been dropped from the unit's account.**
  - ✓ **Its not necessary to reconstruct a record.**
  - ✓ **Delete item neatly and indicate the reason for deletion.**
    - **Letter of Unserviceable Property.**
    - **Excess.**
    - **Replaced by new model.**

# REVIEW

- We have discussed:
  - ✓ Purpose & Associated responsibilities for Modification Control Program
  - ✓ Modification requirement determination
  - ✓ NAVMC 11053/11054 preparation requirements

# QUESTIONS?

# QUESTIONS!!!

**Q . Which Action Codes require a Julian date?**

**A . Not Applicable (N/A), Completed (C), and Verified (V)**

# QUESTIONS!!!

**Q . When an Urgent modification is received, and the MI states the required completion date is “upon receipt” what shall be placed on the modification control record?**

**A . Not Applicable (N/A)**

# QUESTIONS!!!

**Q . Can an automated modification control program be used in lieu of the NAVMC 11053 or 11054?**

**A . Yes.**

**BREAK!!!**



# **CONTROL**

- **Units will establish a modification control point for internal reviews.**
  - ✓ **MMO normally get assigned this.**
  - ✓ **MMO not assigned - the individual commodity maintenance officer will be responsible for reviewing.**

# **FILING & DISPOSITION**

- **Commodity Managers Control Record will be maintained in the commodity manager's office.**
- **Will be held as long as the unit holds the equipment.**
- **If transferred or evacuated beyond the using unit, make a copy and send it with the record jacket.**

# REVIEW

- We have discussed:
  - ✓ Modification control
  - ✓ Filing and disposition of mod. Control records

# QUESTIONS!!!



**DEMONSTRATION**

***BREAK!!***

# PRACTICAL APPLICATION

# REVIEW

- During this period you have:
  - ✓ Discussed the Modification Control Program
  - ✓ Observed a demonstration
  - ✓ Performed a practical application

# QUESTIONS?

# QUESTIONS TO YOU!!!

Q . How long are Modification Control records maintained?

A . For as long as the unit holds the equipment.

# SUMMARY

➤ During this period of instruction we have discussed:

- ✓ Marine Corps Records and Forms
- ✓ Marine Corps Modification Control Program